

Article 2

POSITION CLASSIFICATION

Section 2.1 DEFINITION

There shall be an approved system of grouping positions into appropriate classes, including (1) schematic index to the class specifications; (2) the class specifications; and (3) rules for administration.

- a. For position classification purposes, a position is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.
- b. A class is a group of positions (or one position) that: (1) has similar duties and responsibilities, (2) requires like qualifications, and (3) can be equitably compensated by the same salary range.
- c. The class title is the official designation or name of the class as stated in the class specification. It shall be used on all personnel records and actions. Working or office titles may be used for the purposes of internal administration.
- d. The position code number is a series of numbers, which identifies a group of occupational classes and delineates specific classes within the various groups.

Section 2.2 UNCLASSIFIED SERVICE

There shall be unclassified and classified services in the City. The unclassified service shall consist of:

- a. Officials elected by the people and persons appointed to fill vacancies in elective offices, except the Sheriff, Treasurer, and Commissioner of Revenue shall be members of the classified service.
- b. The members of boards and commissions, the City Manager, the City Clerk, the City Attorney, the City Real Estate Assessor, the City Auditor, and persons appointed by the judges of the courts of record.
- c. Employees of the School Board.
- d. Licensed physicians and dentists employed by the City in their professional capacities.
- e. Persons temporarily employed in a professional or scientific capacity or to conduct a special inquiry, investigation, examination or installation, if the City Council or the City Manager certifies that such employment is temporary and that the work should not be performed by employees in the classified service.

- f. Seasonal, on-call, or substitute workers.

Section 2.3 CLASSIFIED SERVICE

The classified service shall be comprised of employees and positions other than those listed as unclassified in the preceding section.

Section 2.4 ORIGINAL APPOINTMENTS

All original appointments in the classified service shall be made from an eligible list prepared and certified by the Department of Human Resources. All new employees shall serve a probationary period as described in Article 4 herein.

Section 2.5 PROMOTIONS

Vacancies in higher positions in the classified service shall be filled, as far as practicable, by promotion from lower classes, even if a transfer to another department is necessary.

Section 2.6 CREATION OF CLASS SPECIFICATIONS

Prior to the establishment of a new position, the head of the department or division involved shall complete a job description covering the duties, responsibilities and minimum qualifications for the proposed position. The Department of Human Resources shall review the job description, make any necessary changes and assign the position to an existing class. If a suitable class does not exist, the Director of Human Resources shall develop a new class specification and shall recommend the new class to the City Manager for approval.

Section 2.7 MAINTENANCE OF LIST OF CLASSIFICATIONS

- a. Each time a vacancy occurs, the department head or designee shall determine if a review of the classification is necessary prior to advertising. If a significant change in duties or qualifications is required, a position description shall be completed by the department head and submitted to the Department of Human Resources for review of the classification of the position. The Director of Human Resources may waive this requirement in cases where he/she has determined that no material changes have occurred.
- b. It shall be the duty of each department head to submit to the Director of Human Resources new Job Content Questionnaires for all affected positions each time a department or division under his/her jurisdiction is permanently or substantially reorganized.
- c. The Director of Human Resources may require departments or employees to submit position descriptions or Job Content Questionnaires on a periodic basis, or any time he or she has reason to believe that there has been a change in the duties and responsibilities of one or more positions.
- d. Each time a new class is established, a class specification shall be written and incorporated into the existing schematic list of classes. Likewise, an abolished class shall be deleted

from the list of classes.

- e. At least annually, the Director of Human Resources shall conduct a general review of the list of classifications submit to the City Manager recommendations relating to amendments and adjustments.

Section 2.8 INTERPRETATION OF CLASS SPECIFICATIONS

The class specifications shall be descriptive and not restrictive. The use of a particular description as to duties, qualifications or other factors shall not be held to exclude others of similar kind or quality. Class specifications shall be intended to indicate the kinds of positions which shall be allocated to the classes established. In a series of classes, such as the police classes, the specifications for all classes should be reviewed as a unit.

Section 2.9 OFFICIAL COPY OF THE LIST OF POSITION CLASSIFICATIONS

The Director of Human Resources shall be responsible for maintaining an official copy of the list of position classifications. The official copy shall include a schematic list of class titles and class specifications including all amendments thereto. A copy of the official list should be available for review by the public under reasonable conditions during business hours.

Section 2.10 CLASSIFICATION APPEALS

A classification appeal is the review of duties, responsibilities, and requirements for a specific position. All classification appeals must be submitted in writing by the department head to the Director of Human Resources.