

**RULE 7**  
**CLASSIFICATION**  
(Effective May 3, 2006; Rules Revision Memo 8C)

Purpose Statement:

The purpose of this rule is to provide a process and create a framework to ensure like pay for like work within the City's merit-based personnel system through the use of a systematic method of individual or group classification reviews.

Section 7-10 Definitions

- A. Allocation: The formal process of assigning a new position to its proper classification on the basis of the duties to be performed and the responsibilities to be exercised.
- B. Audit: A fact-finding investigation of the work performed by the incumbent of a given position, including work processes, materials processed, actions taken, tools used, supervision exercised, and supervision received for the purpose of analyzing the kind and level of duties and responsibilities of the position.
- C. Classification: One or more positions so nearly alike in the essential character of their duties and responsibilities that the same pay grade, title and specification can be applied, and such that they can fairly and equitably be treated alike under like conditions for all other personnel purposes.
- D. Classification specification: A written statement that sets forth the characteristic duties and responsibilities that distinguish a given classification from other classifications, and the minimum education, experience and licensure/certification requirements necessary for appointment to a position in that classification. Classification specifications are intended to provide a basic framework for recruitment, compensation, performance management and employee development. They also provide a means of determining the allocation of work, lines of authority, and other relationships between positions.
- E. Classification title: The designation of a classification which becomes the official title of all positions allocated to that classification.
- F. Classification and pay plan: A list of classification titles and attendant pay rates covering all classifications in the Career Service and all classifications not in the Career Service except Charter officers, the ranks of the classified service in the Police and Fire Departments, Deputy Sheriffs, Deputy Sheriff Majors, Deputy Sheriff Division Chiefs, and the Undersheriff.
- G. Position: The aggregate composition of duties and responsibilities performed by one employee.

- H. Provisional classification: A proposed change to the classification and pay plan that results in a new classification or changed pay rate for an existing classification that has been approved by the Career Service Board (“Board”) but not by the City Council. Provisional classifications may be utilized without City Council approval for up to six months after the effective date of the Board approval or until the City Council disapproves the proposed change.
- I. Re-allocation: The formal process of assigning an existing position to its proper classification on the basis of the duties performed and the responsibilities exercised.
- J. Working title: The title of a position, which may differ from the classification title, used in a given agency for operating purposes, or by the Career Service Authority (“CSA”) for recruiting purposes.

### Section 7-20 Classification and Pay Plan

The CSA is responsible for developing, maintaining, and administering classifications and attendant pay plans for all positions covered by the classification and pay plan.

#### 7-21 Changes to the Classification and Pay Plan

- A. The Career Service Personnel Director (“Personnel Director”) shall recommend changes to the classification and pay plan to the Board.
- B. Recommended changes to the classification and pay plan proposed by the Personnel Director shall be approved, modified or rejected by the Board after a public hearing as provided in Rule 2 **CAREER SERVICE AUTHORITY**.
- C. Any changes to the classification and pay plan require submission to the City Council for approval.

#### 7-22 Changes to Classification Specifications

Changes to classification specifications that do not involve changing classification titles and/or attendant pay rates do not require City Council approval, and may be made by the Personnel Director without a public hearing before the Board.

### Section 7-30 Classification Of Positions

#### 7-31 Responsibility for the Establishment of Positions and Assignment of Duties

Appointing authorities may initiate the creation of new positions and have the responsibility to assign duties to such positions. Appointing authorities may also change duties that are assigned to positions under their authority regardless of whether those positions are filled or vacant. Duty assignments may be temporary or regular, incidental or essential, and may include changes in location of work and changes in equipment and tools.

### 7-32 Allocation Of New Positions

Every position covered by the classification and pay plan shall be allocated to a classification in that plan. Such allocation shall be made by the CSA on the basis of the essential duties of the position and in accordance with generally accepted personnel standards and procedures and as set forth in this Rule 7.

### 7-33 Re-Allocation Of Existing Positions

- A. When the duties of an existing position are changed to the extent that the position is more similar to positions in other classifications than to positions in its own classification, the position should be re-allocated to a more appropriate classification in accordance with this Rule 7.
- B. In order to maintain the classification and pay plan, CSA may re-allocate:
  - 1. Vacant positions on the basis of the essential duties of the position; and
  - 2. Filled positions by conducting audits or maintenance studies.

### 7-34 Audits

- A. An appointing authority may submit a request for, or CSA may initiate, an audit of a filled position to determine if it is correctly classified, when there has been:
  - 1. A significant change in the type or level of duties and responsibilities;
  - 2. A re-organization affecting a number of employees, which may involve significant additions of new equipment, or substantial changes in methods or procedures; or
  - 3. A maintenance study resulting in changed classification specifications.
- B. Appointing authorities are encouraged to submit audit requests to CSA as soon as possible after the duties of a position have been permanently changed. Requests must be made using the CSA Request for Classification Consideration form.
- C. If the appointing authority requests re-allocation of a position to a first-line supervisory classification from a classification that is not a first-line supervisory classification, the appointing authority shall provide:
  - 1. Certification that the incumbent has passed the Demonstration of Competence for Supervision program or the applicable first-line supervisor test; and
  - 2. A list of the position numbers, classification titles, and names of subordinate staff.

- D. Audit requests will not be granted in the following situations:
1. For limited positions that are not budgeted or not anticipated to be budgeted past the fiscal year in which the audit was requested;
  2. For on-call positions, unless re-allocation responsibility has been delegated to the appointing authority under the Progressive Classification Series Program;
  3. When there is a vacant position in the incumbent's work unit which is in the classification to which the audit request seeks to re-allocate the incumbent's position;
  4. For any positions currently included in a maintenance study;
  5. As an alternative to promotion; or
  6. As a substitute for disciplinary procedure.
- E. An employee may petition an appointing authority for the purpose of asking for reconsideration of an appointing authority's denial to request an audit. The employee may send a copy of the petition to the CSA. The CSA may choose to initiate an audit or maintenance study if warranted under this Rule 7.
- F. Progressive Classification Series Program
1. A progressive classification series consists of entry, developmental and full performance level classifications where the levels of the duties are different, but the types of duties and nature of the work are the same.
  2. Under the progressive classification series program, re-allocation responsibility is delegated by CSA to an appointing authority.
  3. Appointing authorities may re-allocate employees within the progressive classification series once they meet criteria established by the appointing authority and agreed to in advance by CSA. These criteria shall be reflected in the Progressive Classification Series Re-allocation Form developed by appointing authorities and CSA for each classification in a progressive classification series. This form will be used to process re-allocations under this program.
  4. CSA retains the responsibility of reviewing completed Progressive Classification Series Re-allocation Forms prior to processing a re-allocation to ensure compliance with the pre-established criteria.

#### 7-35 Maintenance Studies

- A. CSA may initiate and conduct maintenance studies, covering multiple positions in one or more classifications, in order to maintain the classification and pay plan.

- B. When an appointing authority creates a new position or changes the duties assigned to an existing position in connection with a re-organization, those positions shall be allocated or re-allocated to the appropriate classification simultaneously with the implementation of the re-organization whenever possible.

#### 7-36 Effect of Re-allocation on Incumbents

- A. An employee whose position is re-allocated must meet the minimum education, experience, and licensure/certification requirements of the new classification. The Personnel Director may substitute other appropriate factors for the minimum education and experience requirements of the position, based on the circumstances presented by a particular situation, but may not make a substitution for licensure or certification requirements.
- B. An incumbent with career status who has been found eligible to remain in the re-allocated position shall acquire career status in the new classification as of the effective date of the re-allocation. If the incumbent has probationary status, the employee shall complete the remainder of such probationary period before attaining career status in the new classification.

#### 7-37 Effective Dates

- A. If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the Board, but use for longer than six months is contingent upon City Council approval.
- B. If a position is to be re-allocated as a result of an audit or maintenance study without requiring changes to the classification and pay plan, the effective date shall be the beginning of the first work week following the classification decision by the CSA.
- C. If a position is to be re-allocated under the progressive classification series program, the effective date shall be the beginning of the first work week following the date of the appointing authority's signature on the Progressive Classification Series Re-allocation Form.

#### Section 7-40 Requests for Administrative Review

An appointing authority may ask the Personnel Director for an administrative review of a classification decision within ten (10) calendar days of the date of notice of the audit or maintenance study results. The Personnel Director or designee shall review the decision and provide a written response to the appointing authority.