

CIVIL SERVICE COMMISSION RULE 4

JOB CLASSIFICATION

4.01 Purpose

The purpose of Rule 4 is to maintain and administer fair and objective system(s) for classifying jobs in a manner that provides a sound foundation for all aspects of human resource management. (CSC 2/24/09) (CSC 12/15/15)

4.02 The Classification System

The Human Resources Department will administer classification system(s) according to the following criteria:

- A. The job classification evaluation process will be based upon professionally developed standards equally applied to all positions without bias.
- B. Job classes are established to group positions that have identical or similar primary duties. Within each classification, the nature of the work is significantly different from other job classes.
- C. Positions will be classified based upon their job-related contributions and/or assessed value to the City's functions.
- D. New positions are evaluated and placed into job classes based upon a comparison of the similarity of the assigned duties to other positions in the job class. New positions will be placed into existing job classes unless the duties or conditions of employment are found to be substantially different from other existing classes in the classified service.
- E. The Human Resources Department will maintain appropriate records relating to classification studies and actions, and will maintain a written class specification for each job class in the classified service describing typical duties and responsibilities of positions in the job class.
- F. The Human Resources Department will assign appropriate Federal Job Category (FJC) designations to each job class in accordance with the Affirmative Action Plan. (CSC 2/24/09)

4.03 Maintenance and Administration of the Classification Systems

The Human Resources Department will coordinate the maintenance and administration of the classification systems, which includes:

- A. Creating new job classes;
- B. Re-evaluating existing positions and classes;
- C. Deleting obsolete job classes; and,
- D. Updating records and communicating changes as they occur.

4.04 Reclassification Guidelines

Generally, employees are considered as working within the correct class if at least sixty percent of their permanently assigned duties are those commonly attributed to that class. If it is found through reclassification study that an employee spends more than forty percent of the time performing permanently assigned duties and responsibilities that are normally those of a different class than that to which the current employee was certified, the Human Resources Department will inform the department head that the person is working out of classification and the position should be reviewed and reorganized so that sixty percent of working time is spent in the employee's status class.

4.05 Audits

The Human Resources Department will make periodic audits of any or all positions in the classified service. Based upon the results of the audits, the Human Resources Department may recommend any of the authorized actions, which are required to maintain the integrity of the classification plan.

4.06 Notification

In order to ensure the efficient flow of communication, the Human Resources Department will notify all affected parties of changes or proposed changes to the classification system at least five days prior to any final action. Final determinations will not be made until all affected parties have been apprised of options and implications of proposed changes and have had an opportunity to express their viewpoints. The Commission will establish reasonable time limits in each case for all interested parties to respond.

4.07 Integrity of the Classification System

When the Human Resources Department finds that a position is no longer properly classified and/or an employee is working out of classification, the affected parties will be notified and apprised of the options available. In general the options available include the following:

- A. Reclassify the position to a new or to another existing class.
- B. Reclassify the position and current job incumbent to a new or to another existing class.

- C. Reclassify the position to a new class and permit the incumbent to work in the position pending resignation, retirement, or re-certification and appointment from the layoff list of the incumbent's status class.
- D. Arrange for a solution that is acceptable to the affected parties or which is called for by an existing labor agreement.
- E. Adjust the work to comply with existing classification. (CSC 2/24/09)

4.08 Effects of Classification Changes on Employee Status

- A. Employees whose job class is covered by an existing labor agreement which addresses reclassification will be handled in accordance with the provisions of that agreement. (CSC 12/15/15)
- B. Employees whose job class is not covered by an existing labor agreement which addresses reclassification will be handled in accordance with the following guidelines: (CSC 12/15/15)
 - 1. Changes in job class that do not affect status level (grade or pay) can be made effective by Human Resources Department action.
 - 2. Changes in job class that do affect status level (grade or pay).
 - a. Increased responsibilities - employees whose positions have been reclassified to a higher rated class because of gradual changes in duties over time will be reclassified along with the position.
 - b. Decreased responsibilities - employees whose positions have been reclassified to a lower rated class may either be permitted to work in the reclassified position pending re-certification and appointment from the layoff list for their status class; or they may be handled as if their current position had been eliminated and they are working out of class in which case layoff and bumping rules apply. (CSC 12/15/15)
- C. Under certain conditions, when a position has been reclassified the job title of the incumbent may change. A change in job title may affect an incumbent's layoff and recall rights.

4.09 Responsibilities of City Departments

Each department head is responsible for maintaining the integrity of the Classification System by limiting employees to duties appropriate to their classes. Substantial change of duties will be reported to the Human Resources Department for study. It is not necessary to report changes if they are for a

temporary period or the duties are incidental to the main function of a position. Each department head is responsible for the following:

- A. Notifying the Human Resources Department when substantial changes of any of the following occur:
 - 1. A section, division, or department is reorganized;
 - 2. A reassignment of duties is made from one or more positions to a position that did not previously perform those duties;
 - 3. A new function or activity is added to the work done by the department; or;
 - 4. A function is deleted from the work done by the department.
- B. Obtaining the necessary agency approvals for the proposed organization structure (or changes to such) and duties assigned to positions within the organization. If requested, the Human Resources Department will supply approximate classification information so that the financial impact of new positions or reclassifications may be estimated.
- C. Ensuring that the provisions of applicable labor agreements are complied with when making organizational changes. (CSC 12/15/15)