

JOB DESCRIPTIONS & CLASSIFICATION/RE-CLASSIFICATION

Revised July 2001

SECTION: 3

A. JOB CLASSIFICATION

Each City position shall be comparatively evaluated on a set of common factors and assigned a job classification, including a grade encompassing a specific salary range on the salary schedule (Form #3).

B. RE-CLASSIFICATION

If duties and responsibilities of a position change significantly, the department head shall submit a request for job re-classification to the mayor. No employee shall be removed from employment by means of re-classification where this action is primarily for the purpose of dismissing the employee.

C. JOB DESCRIPTIONS

1. A job description (also known as a class specification or position description) shall be maintained for each job. The job description specifies the characteristic duties, responsibilities, and minimum qualification requirements to successfully perform a given job. Each job description is descriptive but not exclusive or restrictive; that is, the job description describes the more typical duties and responsibilities which may be required of the employee performing the job; however, it does not contain an exclusive list of duties or restrict the assignment of other duties.
2. Department heads are responsible for ensuring that job descriptions are kept current and accurate. Job descriptions may be revised at any time as deemed necessary by the department head. Revisions shall become effective upon delivery to and approval of the Director of Human Resources.
3. Official job descriptions shall be maintained by the Director of Human Resources.
4. Employees may request a copy of their individual job description at any time.

D. JOB CLASSIFICATION & RECLASSIFICATION

1. When a new position is created, or when a specific job description is substantially changed, a department head may evaluate or reevaluate the job for its classification and grade assignment on the salary schedule (Form #3).
2. Each job is evaluated and assigned points for each factor identified on the City's point-factor-evaluation tool. The point-factor-evaluation tool is used to determine each job's salary grade.

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3. Final salary grade classification or reclassification shall be determined by the requesting department head and the Director of Human Resources. If a mutual agreement can not clearly be reached, the Mayor shall determine the final classification or re-classification.
4. If an evaluation results in no reclassification, no similar request may be requested by the department head within six months.
5. An individual employee whose position is reclassified shall receive compensation adjustments in compliance with up-graded or down-graded changes in employment status as provided in Section 9: Compensation.
6. Circumstances may arise where it is necessary to deviate from the final results of the point factor evaluation and salary grade classification or reclassification. Such circumstances include, but are not limited to, difficulty in recruiting a desirable candidate for a specific position, substantial changes in salary requirements as defined by the prevailing wage market, or turnover which is tied to compensation issues. If deviation is necessary, appropriate supporting documentation shall be included. All such deviations require the written approval of the Mayor.