



DATE: September 13, 2007
TO: City of Fresno Employees
FROM: Terry Bond, Director
RE: Classification Structure

Thank you for your patience in awaiting the 3rd revision of the classification structure. Since May, the City aggressively reviewed and considered additional recommended changes as provided by departments, employee's, bargaining units and the Resource Management Cabinet. This document reflects the most recent changes.

As you may recall, the 2nd draft structure encompassed roughly 240 job classes. The 3rd revision has now resulted in precisely 249 classes. We ask that you take time and review the attached new revision of the structure, since several new classes have been added, and some previous classes have been moved and placed in a different job family and/or level. As we continue with the study, the structure may be modified to ensure the City's final product will result in a structure that is competitive and manageable.

The following is an explanation of the two (2) attached documents:

CLASSIFICATION STRUCTURE OUTLINE: This document lists all of the classifications, by job family series, without the qualifications and characteristics columns.

CLASSIFICATION STRUCTURE: This is the complete classification structure by job family series as of 8/28/07. **As a reminder, this document is not intended to take the place of job descriptions. The distinguishing characteristics are NOT a complete description of the classification. Writing and updating job specifications will be drafted by Fox Lawson & Associates, in the next phase. Also, as noted on the structure, minimum qualifications will have equivalencies where appropriate.**

The next step in the study includes the development of job descriptions. We anticipate receipt of the job descriptions from Fox Lawson and Associates in the next several months.

PLEASE NOTE: Updates will periodically be posted on the City's web-site. A "general question and answer" document has been updated, with new questions that were brought forth in recent months. The document is located on the website at: <http://www.fresno.gov/Government/DepartmentDirectory/Personnel/ClassificationandCompensationStudy.htm>. As additional questions arise, they will be integrated in the above document, therefore, we recommend that you visit this link periodically.

Should you have questions or comments, you may contact your department Resource Management Cabinet member, or contact me or Sandra Chavez Martin in the Personnel Services Department. Thank you for your continued patience and assistance in this comprehensive project.

Please post and distribute for those employees without GroupWise.