

Subject: Classification Plan Maintenance Procedure	Number: 2-8
	Date Issued: : December 1, 1998 Date Revised:
Responsible Department: DAS—Human Resources	Approved:

Purpose

To establish the procedures for classification of positions in the classified service.

Policy

The position classification plan is an essential element of the personnel system, which must be maintained to provide an accurate base for decisions on staffing, compensation, selection, promotion, transfer and related employment issues.

Procedures

1. Periodic Reviews

The Director of Administrative Services periodically, or when circumstances indicate, shall review an existing position or group of positions in a department or departments to determine that the position is allocated to the appropriate class and that the class specification is accurate. As a result of such review, new classes may be added and existing classes may be divided, combined, altered or abolished.

Routine modifications of class specifications may include a title change; addition or deletion of tasks that do not reflect a change in the level of responsibility, such as a change in emphasis in existing tasks; and improvements in equipment or technology to perform existing tasks. Such routine revisions to the specification shall not constitute a reclassification of positions allocated to the class and the status of incumbents of positions in the class shall not change.

Class specifications shall be reviewed informally with department representatives and modified prior to the announcement of an examination. If significant changes in the level of responsibilities or the duties are identified in the informal review, a study of the affected positions may be required.

2. Department Director Requests

A department director shall have the authority to request a classification review when a significant, permanent modification has been made in the duties assigned to a position. The request shall describe the change in duties and indicate whether the change resulted from the addition of a new service or function, or if the duties were reassigned from another position. The department director shall submit the request to the Chief Administrative Officer. With the approval of the Chief Administrative Officer, a

classification review will be conducted in accordance with the procedure set forth in 5 below. The department director may withdraw the request at any time.

3. Individual Requests

Any incumbent may request, in writing, a classification review of an existing position. The request shall be submitted to the Department of Administrative Services and shall include sufficient information on changes in duties or function of the position to establish the need for a review.

4. New Positions

The Director of Administrative Services shall review and recommend to the Chief Administrative Officer the classification of any new position created as part of an organization change, an addition of a function or service, or as part of the budget review.

5. Classification Review Procedures

Following Chief Administrative Officer approval of the request for study, classification reviews of existing positions shall be conducted as follows:

- a. Incumbents of the position to be studied shall complete a position description questionnaire on a form provided by Human Resources. The supervisor shall complete a Supervisor's Statement form. Completed and signed forms shall be forwarded to Human Resources.
- b. Within 10 days after receipt of the completed forms, the employee and the responsible department director shall be notified of the Human Resources staff member assigned to conduct the review, of any additional written information or documents needed to complete the questionnaire and of the arrangements for an on-site audit.
- c. Position description questionnaires may be required to be completed by incumbents of other positions in the same class and by other employees in the same work unit in any class of positions.
- d. An on-site audit will be conducted to interview incumbents of positions included in the review. In those cases where two or more incumbents perform substantially the same duties as described in the questionnaires and supervisors' statements, on-site audits will be conducted for a representative sample of the positions.
- e. A preliminary report will be prepared based upon the information acquired from the written materials and the audit. The report shall summarize the findings including comment on pertinent areas, such as the difficulty and complexity of the work, supervision given or received, type and level of decisions and judgment required, and whether the work is varied or repetitive. Comments may address other issues identified in the study including assignment or organization of the work and staffing levels. The preliminary report shall be provided to the department director for discussion and comment.
- f. Within 120 days of receipt of the completed forms (except as noted in Sections 2 and 7), a final report of findings and recommendation, including the department director's comments, shall be submitted to the Chief Administrative Officer. The Chief Administrative Officer may approve the report and recommendations in total

- or in part, reject the proposal or require additional information, study and review by the Director of Administrative Services, or by the affected department director.
- g. With Chief Administrative Officer approval, the findings and recommendations will be forwarded to the incumbent employees and the employee organization representing the affected classes. Human Resources staff will consult at the request of the employee or the employee representative. Should new or conflicting information be submitted during a consultation, this information shall be evaluated before final action is taken.
 - h. A hearing on any proposed reclassification shall be noticed and conducted in accordance with Section 2-1604(b) of the Fresno Municipal Code.

6. Implementation

Position classification changes shall be implemented as soon as possible upon completion of the review procedures.

- a. New classes shall be established by amendment to the Salary Resolution adopted by the City Council.
- b. Classification of newly authorized positions and reclassification of existing positions shall be accomplished by administrative amendment to the Position Authorization Resolution (PAR) approved by the Chief Administrative Officer and filed with the City Clerk, subject to Council approval of amendments to the Salary Resolution or AAR, as required.
- c. A position reclassified upward shall be filled in accordance with the applicable provisions of the Fresno Municipal Code and Salary Resolution, Section II, Salary Step Plan, Subsection G.
- d. When a position is reclassified downward, the employee's step placement shall be either: (1) on such step of the new range as to receive the same salary that was received under the old range; or (2) on the step of the new range next higher than the employee's present salary, if the present salary is between steps of the new range; or (3) the employee shall be Y-rated if the present salary is higher than the fifth step of the new range and shall remain unchanged until such time as general salary range adjustments increase the salary for the new classification to a range that encompasses the Y-rated salary. The employee's anniversary date will remain unchanged.

7. Limitations

- a. The classification of any position will be reviewed no more than once in any 24-month period, except where a position is directly affected by a reorganization approved by the City Council and/or the Chief Administrative Officer, or by a change in service approved by the City Council.
- b. An individual request for a position classification review may be denied without prejudice and the employee so notified in those cases where a City-wide or organizational review of a work unit is required. The study of the individual position shall be included in the more comprehensive study with the determination of the classification to be part of the findings and recommendations in the overall report.