

Section I - Purpose

The classification plan provides a system of titles and position description language for salaried employees throughout the City.

Section II - Development and Administration

The Human Resources Department is responsible for the overall administration of the classification plan. It will maintain records of all actions taken affecting positions, provide for regular reviews to see that all positions are properly classified, position descriptions are current, and recommend amendments to the classification plan as necessary.

Section III - Allocation of New Position

New full-time positions will be added to the classification plan and allocated within the classified service as necessary by the City Administrator and approved by Mayor and Council.

Section IV - Classification Appeals

An employee who feels their position is improperly classified may request a review of classification by submitting a written request to his supervisor. If the supervisor concurs, the request will be submitted to the Human Resources Department.

The Human Resources Department shall review the employee's request, conduct an analysis of the request, and submit its written decision to the City Administrator.

Section V - Maintenance of the Plan

- A. Whenever a department is organized or reorganized, position descriptions for all affected employees shall be submitted to the Human Resources Department for review.
- B. The Human Resources Director may require departments to submit position descriptions on a periodic basis.
- C. If a proposed new position is not encompassed within an existing classification, the requesting department will prepare a job description for review, validation and classification by the Human Resources Department.