

CITY OF COMMERCE

ADMINISTRATIVE POLICIES

RECLASSIFICATION PROCEDURE

1.0 PURPOSE

To establish City policy and procedures for the request, consideration, and approval of position reclassification.

2.0 POLICY

- 2.1 Revision of position descriptions and re-allocations within the classification plan will be made as often as is necessary to provide current information on positions and classes.
- 2.2 It will be the duty of the Director of Administrative Services with approval of the City Manager to examine the nature of all positions and to allocate them to existing or newly created classes, to make changes in the classification plan as is made necessary by changes in the duties and responsibilities of existing positions, and to periodically review the entire classification plan and recommend appropriate changes in the allocations or in the classification plan.
- 2.3 When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head will submit a written recommendation to the Director of Administrative Services including justification for the reclassification, emphasizing changes in position responsibilities or requirements for qualifications (i.e. experience, education, certifications, etc.)
- 2.4 The request will be reviewed by the Director of Administrative Services. If the request is justified, the budget impact will be determined, and a memo prepared for review by the City Manager.
- 2.5 If the requested revision is approved, the Director of Administrative Services will take the necessary steps to affect the reclassification.
- 2.6 No reclassification involving an upgrade of salary not requested and approved as part of the budget process will be affected without City Manager approval.
- 2.7 If the City Manager does not concur with the request, the Department Head will be provided with reasons.
- 2.8 The City Manager will be the final decision maker for all reclassification requests.
- 2.9 If the requested action is for a downgrading of a position, and the City Manager

concur, the City Manager will coordinate implementation steps.

- 2.10 Any employee who considers his/her position improperly classified will first submit a request in writing for reclassification to his/her Department Head who will review the request and transmit it with written recommendation to the Director of Administrative Services.
- 2.11 Regrade comes about as a result of reclassification, and due to an overall increase/decrease in the responsibilities of a position, resulting in an increase/decrease in the monetary compensation (salary range) established for the position.
- 2.12 A job audit is an analysis of the critical elements of a position measuring the relative worth of a position and placement in the City's classification/pay schedule.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:

A handwritten signature in cursive script, appearing to read "Roger McKinney", is written over a horizontal line.

reclass.adp