

Rules and Regulations of the Municipal Civil Service Commission

Rule: IV -CLASSIFICATION

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RULE IV

CLASSIFICATION

A. The Classification Plan

1. A classification plan shall be adopted and maintained by the Commission which shall provide for the classification and standardization of all positions within the classified service. All positions in the service of the City, except those specifically designated by the City Charter as unclassified, shall be in the classified service and subject to the rules of the Commission.

2. Each grouping of positions or single position within the classified service shall have a corresponding class specification and each grouping of positions or single position within the unclassified service shall have a corresponding class description.

3. Class specifications shall include, but not be limited to: the title of the class; the definition of the class; illustrative examples of the tasks performed by employees in the class; the minimum qualifications for appointment to the class; and knowledge, skills, abilities and personal characteristics related to successful performance in the class.

4. Class descriptions of positions in the unclassified service shall contain only the title of the class, a general definition of the class and illustrative examples of the tasks performed by employees in the class. The information in the description shall be sufficient to identify the basis upon which positions allocated to the class are exempted from the classified service.

B. Competitive/Noncompetitive Classes

1. At the time a classification is created, the Commission shall determine whether the class is to be designated as competitive or noncompetitive in accordance with the City Charter and based upon the facts and information available at the time.

2. At the request of the Executive Secretary, the assignment of a class as competitive or noncompetitive shall be reviewed by the Commission, and if the information provided warrants a change the class may be reassigned.

3. In determining whether a class shall be designated as competitive or noncompetitive, the Commission shall consider the following factors:

- a. the practicableness of testing for the class by competitive examination in accordance with generally accepted psychometric standards;

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- b. whether the positions in the class require peculiar and exceptional qualifications of a scientific, managerial, professional or educational character as demonstrated by:
 - (1) the level of education, the field of study and the degree of specialization required;
 - (2) the kind, level and amount of work experience required;
 - (3) a special license or certificate required; and/or
 - (4) any recruiting or other information relating to the number or availability of qualified applicants;
- c. whether the class consists of unskilled positions for which it is impractical to test for competitively;
- d. any other relevant information.

4. In the event a new class is created which is assigned to the competitive class and which requires substantial training for new employees in the class, the Commission may at its discretion give the initial examination for such class one time on a noncompetitive basis.

C. Changes to the Classification Plan

At the request of the Commission, the Executive Secretary, or an appointing authority, the classification plan may be changed or amended by the creation, abolishment, merger or revision of classes in any public meeting of the Commission.

D. Allocation of New Positions and Reallocation of Existing Positions

1. Reports by Appointing Authorities. When new positions are created, or when the duties and responsibilities of existing positions are changed, the appointing authority shall report such fact on forms prescribed by the Commission and transmit to the Commission a full statement of the circumstances, a description of duties and applicable conditions of employment, if any.

2. Procedure. The Commission staff shall, after investigation and/or review of the report provided, allocate or reallocate every position to the appropriate class as determined by an analysis of the duties and responsibilities assigned to the position on a regular basis. Duties assigned for training purposes and duties assigned on only a short-term basis shall not be considered. All allocations and reallocations may be reviewed by the Commission and may be modified according to the findings of such review. No position shall be reallocated to a higher or lower class unless over a period of at least ninety days the incumbent performs the primary duties of

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the higher class at least 20% of the working time or the duties of the lower class at least 80% of the working time, as reviewed on an annual basis.

3. Limited Allocations.

- a. Alternate positions. When it is necessary to create an alternate position as a result of granting sick leave, injury leave or disability leave to an employee, a limited allocation may be made not to exceed the duration of such leave. In the event the regular employee returns to the original position or terminates, the limited allocation shall automatically terminate and no incumbent may serve in that position. [See Rule X(F)(1)(a)]
- b. New positions. When it is necessary to create a new position in connection with work or a project of limited duration, a limited allocation may be made not to exceed the duration of such work or project. Upon the termination of the work or project at any time on or prior to the expiration of the position for which the limited allocation was made, the position created by the limited allocation shall be automatically terminated and no incumbent may serve in it. [See Rule X(F)(1)(b)]

E. Use of the Classification Plan

1. The provisions of the classification plan shall be observed in the handling of all personnel actions and activities.

2. Class titles. The title assigned to positions by their allocations to the appropriate classes established in the classification plan shall be used in all personnel records, budget requests, and financial records and communications of all departments, divisions, commissions and offices. Working titles may be used in the course of daily activities to indicate authority, status in the organization, or administrative rank for working purposes.

3. Class specifications. The listings of illustrative tasks performed by employees in a class embodied in the class specifications are descriptive and explanatory but are not inclusive or exclusive.

4. Assignment of duties. Every appointing authority is responsible for maintaining the integrity of the classification plan by assigning employees duties which are appropriate for their class in accordance with these rules and the applicable class specification. Duties of a higher class are appropriate and may be assigned for training purposes or on a short-term basis such as in the absence of another employee.

5. Job audits. Requests for audits of positions may be initiated by the Commission, the Executive Secretary, an appointing authority, or an employee working in the position.

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6. Misclassifications. In the event a job audit reveals a position is misclassified, the appointing authority shall be notified of the alternative available to resolve the misclassification and of the date by which action must be taken. Such misclassification shall be corrected by either assignment of appropriate duties and responsibilities to the employee(s) involved, or by a reallocation of the position in accordance with Rule X(G)(1).

Amended as of: May 22, 2000
