



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Classification Policy

Creation Date:

Revision Date:

Prepared By: HR Department

Approved By: City Manager

Legal Review: Elizabeth Ruhmann

DESCRIPTION: CLASSIFICATION POLICY

I. POLICY

The Classification Plan is a management tool. It organizes the City's large and diverse work by type of work (occupation) and level of skill, effort and responsibility and describes the processes for keeping the classes current. The class specifications describe the varied types and levels of work in the City. As permitted by Ordinance 8064 and the City Charter of the City of El Paso, the Human Resources Director shall update as necessary the classification plan of the City which may include the establishment of a new classification, reclassification or deletion of an existing classification.

This policy applies to all employees ~~classification plan~~ of the City to include those serving in classified, unclassified and uniformed service.

II. DEFINITIONS

- A. Specifications of Classes: They are descriptive and explanatory and are not restrictive. The use of a particular expression or illustration as to duties, qualifications, or other attributes will not be held to exclude others not mentioned if such others are similar in kind or quality. [EMR1]
- B. Classification: The process of organizing positions into categories of work (classes) based on the type of work (occupation) and level of required skill, effort, responsibility, experience, education and training.
- C. ~~Alllocation: The means by which an individual position is assigned to an appropriate job classification based on the duties.~~
- D. Position: A set of duties, tasks, activities and elements able to be performed by a single worker. In our terminology, each employed person has a position rather than a job.
~~—~~ Job: Defined as a collection of related positions that are all similar enough in terms of the work performed or in the goals that they serve for the organization so that everybody in the organization agrees to call the positions by the same job title. [EMR2]

- F.H. Class Specification: The official written source document that describes a type and level of work based on similarity of duties and level of responsibility. Class descriptions are illustrative and explanatory, and are not restrictive. The use of a particular expression or illustration as to duties, qualifications, or other attributes will not be held to exclude others not mentioned if such others are similar in kind or quality.
- G.I. ReAllocation: A classification ~~change where the duties remain the same. The classification change can be to correct a wrong allocation or due to revisions to the classification plan that result in a need to allocate to a different class~~ decision to assign an individual to a different classification at the same, higher, or lower salary range. Rate of pay is determined in accordance with Ordinance 8064. A reallocation can occur at any time such correction is needed.
- H.J. ReClassification: A classification change based on significant changes in the ~~a different~~ assignment of duties, authority, and responsibilities but with a continuation of ~~the same~~ general similar knowledge and skills. The changes in position duties usually occur gradually over a period of time. Reclassifications normally occur following a classification study or as a result of changes in the market place as determined by customary comparator research.

III. PROCEDURES

- A. Classification of New Positions: The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head ~~concerned~~. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans to the City Council for acceptance and approval.
1. Whenever a new ~~position- classification~~ is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities. ~~_of the position.~~ The Human Resources Director shall, after a review of the Department Head's proposal, make changes, and recommend an appropriate grade or recommend an alternate, existing classification. ~~if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated.~~
 2. ~~In determining the classification of a position, consideration shall be given to the general duties and responsibilities of the position, the recommended minimum entrance qualifications, and relationship to other positions.~~
- B. Reclassification of Positions: The Human Resources Director may study on his own accord or ~~will study~~ upon the request of a Department Head, any change in the duties and responsibilities of a position ~~from~~ those upon which it was originally classified. ~~Upon initiation of a study, the employee shall be provided written notice.~~ If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is substantially an inaccurate description of the current duties and

responsibilities, the Human Resources Director will place the position in a proper class and grade, subject to the availability of funding.

1. A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the Department Heads or employees involved, statements of the duties and responsibilities of the ~~classification~~ position under review.

2. Whenever the reclassification of a position has been authorized, the Human Resources Director, after conferring with the City Manager or designee, and Department Head, will determine whether:

- a. The position in the new class will continue to be held by the incumbent of the position of the old class; or
- b. The position is to be filled through a non-competitive or competitive examination.

C. Reassignment into a Different Job Classification: A regular employee or Department Head may request to change an employee's job classification to another job classification at the same or lower grade. It must be determined by the Human Resources Director that the employee is fully qualified for the new job classification.

1. When needed, the Human Resources Director may reassign an employee who is fully qualified from one job classification into another job classification with an equal or lower grade.

2. If the reassignment is to a lower graded classification, the employee must agree to the reassignment in writing.

3. The employee will serve a six (6) month probationary period ~~e~~if the employee has never successfully passed probation in the classification. The competency date will be adjusted to reflect entry into a new job classification.

APPROVED BY:

TOMMY GONZALEZ
City Manager

DATE:
