



Approved:

**City of Commerce, California
Human Resources Policy and Procedure Manual**

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Director of Human Resources

[Signature]

City Administrator

Number: II-1 Effective Date: 03/01/11

SUBJECT: CLASSIFICATION PLAN ADMINISTRATION

PURPOSE:

To describe the Classification Plan and provide basic guidelines for plan administration and maintenance.

POLICY:

The Classification Plan shall provide for the grouping into classes of all positions in the classified service which are sufficiently alike in essential duties and responsibilities to be assigned the same descriptive title, to be assigned the same salary range, to be given the same examination or other selection device for appointment or promotion, and to require substantially the same qualifications (in terms of experience, education, knowledge, skills, and abilities) on the part of applicants or employees. The Classification Plan does not include those positions specifically identified as being excluded from the classified service. Such positions serve in an "at will" capacity.

- A. Plan Maintenance - The Director of Human Resources is responsible for maintenance of the Classification Plan, including the allocation of new or changed positions to the appropriate class, the recommendation of proper salary ranges within the provision of pay administration, maintenance of up-to-date class specifications, and the preparation of reports and recommendations on revisions to the Classification Plan.

The necessity of changing an employee's assigned job classification, modifying the content of a job description, updating salary ranges or other elements of the plan will arise due to the assumption of new City services, the expansion or contraction of existing services, substantial change in job duties, and changes in the salary levels for comparable positions in other similar cities and local area.

The application of the Plan will be reviewed continually (each fiscal year) to verify the adequacy of job descriptions, the proper allocation of the jobs to the appropriate salary ranges, and to assure that employees are properly classified and

compensated. Under special and/or time sensitive circumstances, the City Administrator may grant exceptions to the normal study cycle.

Revisions recommended by the Human Resources Director (including reclassification actions and the creation of new or abolition of existing classes) which affect individual positions, classes, class series, or all classes in the Classification Plan require approval of the City Administrator and City Council and become effective upon the recommended date approved by City Council.

Amendments and revisions of the plan shall be submitted to the City Administrator in January of each year during a scheduled classification plan maintenance review. The following plan review and maintenance shall be directed for review to ensure that the classification plan is effectively maintained and that it reflects any significant changes in duties and responsibilities of positions compared to the labor market:

- a) Department Head & Assistants Series
- b) Professional Series
- c) Community Development Series
- d) Accounting, Finance & Information Technology Series
- e) Community Services Series
- f) Library Series
- g) Clerical Series
- h) Recreation Series
- i) Maintenance and Parks Series

Note: The maintenance of the classification plan is not in any sequential order. Depending on the City budget and/or applicable bargaining agreements one or more series may be reviewed in a specific year.

The City Council will review the recommendations as part of the budget process each year, and the City Administrator may recommend other schedules or an evaluation if deemed necessary. Consideration shall be given for the recommendations based on competitive conditions, the city's ability to pay and applicable collective bargaining agreements.

- B. Class Specifications - The Human Resources Department, with the assistance of departmental staff, will develop and maintain written class specifications for each class.
- C. Content - Class specifications shall include the class title, a brief statement defining the essential duties and responsibilities of the class, the distinguishing characteristics of the class that differentiate it from other classes (if applicable), the supervision received and exercised, examples of duties performed, the typical working conditions (as applicable), the medical category designation, and the qualifications required in terms of knowledge, skills, ability, experience, and education.
- D. Class Title - Class titles specified in the Classification Plan shall be the official titles to identify positions in each class and for use on all official records. Official titles

shall not indicate gender. Working titles for purposes not related to personnel administration may be used provided that such titles are not confused with or similar to other official class titles.

Titles that require state licensing shall not be used by any employee unless they possess a current California license for that title.

Where Roman numerals are attached to a class title, the higher numbers represent the higher levels and such numbers attached to titles in one class series have no relation to those same numbers in titles of another class series.

- E. Qualifications - Experience and education statements in each class specification establish requirements that must be met by all individuals competing for appointment or promotion to a position in a class. Alternative combinations of education, experience or training may be specified or other combinations may be indicated as desirable in an attempt to meet the particular needs of a department.
- F. Interpretation - Class specifications shall be considered as descriptive guidelines and not as inclusive of all duties and responsibilities to be found in positions allocated to a particular class. An employee may be required to perform other duties of a similar kind and quality but not listed in the class specification, as well as any duties of lower classes in the same occupational series, or in similar series which have similar characteristics.
- G. Allocation of New Positions - No individual may be appointed, reappointed, reinstated, rehired, transferred, demoted, or promoted except to an established position. An established position is one that has been classified, has a class specification established, has a salary range assigned, and has been authorized by City Council.

Departments requesting a new position, either in an existing or new class, shall provide a Position Classification Study Request and a Job Analysis Questionnaire setting forth the duties, responsibilities and other essential information, along with an organization chart clearly identifying the position and its relation to other positions. The Human Resources Department shall review these materials, make such other investigation and/or audit as necessary, and, following review with the concerned department(s), recommend to the City Administrator the allocation of the position to an appropriate class.

- H. Reallocation of Positions - Classification actions that affect the original allocation of a position and result in the reallocation of that position are:
 - 1. Title Change - A technical change to better identify a position or to reflect current occupational terminology. This change by itself does not require any change in qualifications, salary range, or status of the incumbent(s).
 - 2. Reclassification - A reallocation of a position from one class to another class as a result of changed duties, responsibilities, and/or qualifications (experience,

- education) requirements. See Personnel Policy and Procedure Manual Policy II-2, Reclassification, for expanded treatment of this subject.
3. Salary Range Change - A change affecting all positions in a class through an amendment to the Salary Plan, based upon a need to maintain internal equity among certain classes, or continuing difficulty in recruiting and retaining well qualified persons.
- I. Bargaining Unit Notification - The appropriate bargaining unit shall be advised of intended actions and shall be sent a copy of the implementing report.

PROCEDURE:

Responsibility

Action

Human Resources Department

1. Maintains the Classification Plan including the development, revision, and interpretation of class specifications; allocates and real-locates positions to classes.

Human Resources Department

2. Prioritizes, schedules and conducts approved class studies and prepares recommendations.
3. Notifies the City Administrator of recommendation for inclusion in department budget and for City Council approval.

City Administrator

4. Reviews and approves/denies study results.

Human Resources Department

5. Advises the department head of the disposition of the study.

Bargaining Units

6. Receives and reviews intended classification actions.

City Council

7. Approves or denies the creation of new, revision or deletion of existing classes.

Human Resources/Department

8. Prepares Personnel Action Form(s) to enact the recommendation(s) affecting the incumbent(s) after City Council approval.