

CITY OF HEALDSBURG ADMINISTRATIVE DIRECTIVE

SUBJECT: POSITION RECLASSIFICATION

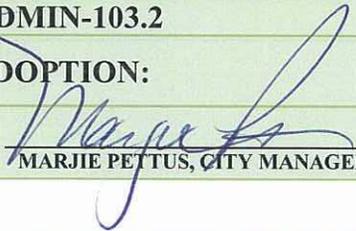
NUMBER: ADMIN-103.2

EFFECTIVE DATE: JANUARY 1, 2012

COUNCIL ADOPTION:

AMENDS/SUPERSEDES:

APPROVED:


MARJIE PETTUS, CITY MANAGER

POLICY ON POSITION RECLASSIFICATION

Subject: Reclassification of authorized positions.

Purpose: To describe reclassification and define a uniform procedure for processing requests for classification studies.

General Policy: It is the responsibility of department heads and immediate supervisors to ensure that employees perform work duties and responsibilities within the framework of the employee's assigned classification as described in the established classification specifications. A review of the classification of a position may be initiated by the department head, the employee or by a recognized employee organization.

Definition:

"Reclassification" shall mean the reallocation of a position in one classification to a different classification as a result of a significant and material change in the duties, responsibilities and/or qualification requirements.

Procedure:

1. To initiate the request for a reclassification study, a Position Classification Study Request Form shall be submitted to the Personnel Office. Forms shall be reviewed annually and must be submitted by March 1st of each year.
2. Upon receipt of the request, the Personnel Office shall review the request and determine if a classification study is warranted. The following criteria are generally applied in determining whether or not reclassification is warranted:
 - a. Clear evidence of working out of classification on a full-time basis for a minimum of nine months.
 - b. For an employee being considered for a reclassification to a higher level position, the change in duties performed or the knowledge, skills and abilities required must be clearly above the highest level required in the employee's current classification.
 - c. The change in duties must not be temporary or transitional.
 - d. The Department Head or designee must have assigned the change in duties.

- e. Employees who are being considered for reclassification to a higher level position must meet the minimum qualifications of the higher level position, including any required licenses/certificates and experience and educational requirements.
 - f. An assignment of additional duties that are similar in scope to those duties already within the classification shall not constitute a reclassification.
 - g. Issues relating to workload do not necessarily indicate that a reclassification study is warranted and may be more appropriately addressed in another forum.
 - h. The personal qualities or performance of an employee occupying a position shall not be a criterion for reclassifying his/her position.
3. The appropriate department shall prepare a preliminary evaluation and/or justification of the request and forward the preliminary evaluation within ten (10) working days from date of the receipt of the Request Form to the Personnel Office with comments and recommendations. In the preliminary evaluation, the Department Head shall take into consideration the following factors: additional duties assigned outside the scope of the classification specification, the degree of difficulty and complexity of the duties, the level of responsibility of the position and the basic knowledge, skills and abilities required to perform the work.
 4. If it is determined that a classification study is warranted, the Personnel Office shall prioritize, schedule and conduct an appropriate classification study and advise the affected department of the results. If approved, any recommendations for reclassification action shall be presented to the City Council for approval. Following City Council approval, the department shall prepare Personnel Action Form to enact the approved classification actions. This action, if granted, may result in: a change of classification title and classification specification for a position by either moving the position to another existing class in the Classification Plan or to a new class specifically created for the position; or placement of the position in a salary range with a maximum salary rate that may be higher, lower or the same level as previously held.
 5. If it is determined that a classification study is not warranted, the employee may file an appeal with the City Manager within five working days of receipt of the denial. A denial of a reclassification shall not be subject to the Grievance Procedure.

Reclassification Options:

Upward Reclassification - In any case where a position is reclassified to a class with a salary range having a higher maximum salary rate, and the incumbent meets the qualification requirement for the new class, and is, in fact, performing the full range of duties and responsibilities of the position, the effect of this action on salary, review date, and status shall be as follows:

- a. Salary – The incumbent shall be entitled to the closest step within the new salary range that would provide a minimum of a 5% increase.
- b. Review Date – The incumbent’s date for the next performance review and/or eligibility for a merit increase shall not change.
- c. Employee Status – A new probationary period is not required.

Downward Reclassification - In any case where a position is reclassified to a class with a salary range having a lower maximum salary rate, the effect of this action on salary, review date and status shall be as follows:

- a. Salary – The incumbent shall either:
 1. Retain current salary if current salary is the same as a step within the salary range of the new class; or
 2. Be placed on the closest step within the salary range of the new class that approximates the current salary if the current salary is between steps within the new salary range; or
 3. Be reduced to the maximum step of the salary range of the new class if current salary is greater than the maximum of the new salary range; or
 4. Under special circumstances, an employee may be assigned a “Y” rate designation that holds the incumbent at a current salary which is above the new range until such time as a salary rate of the new class is the same as or exceeds the amount of the “Y” rate. Establishment of a “Y” rate requires approval of the City Council.
- b. Review Date and Employee Status – There shall be no changes in the incumbent’s review date and employee status as a result of downward reclassification.

Lateral Reclassification – In any case where a position is reclassified to a class with a salary range having the same maximum salary rate, there shall be no change in the salary, review date and status of the incumbent.

Temporary Reclassification - A temporary reclassification may be requested by department heads when special and/or unforeseen circumstances are present. Temporary reclassifications shall require approval of the City Council and shall have a stated expiration date. The period of temporary reclassification shall be no less than nine months and no greater than two years.

The following criteria shall be generally applied in determining whether or not a temporary reclassification is warranted:

- a. The Department Head or designee has assigned duties consistent with a higher level position, and the duties performed, knowledge, skills, abilities responsibilities required are clearly above the highest level required in the employee’s current classification.
- b. The employee being considered for the temporary reclassification shall meet the minimum qualifications of the higher level position, including any required licenses/certificates, experience and educational requirements.
- c. There is no existing/approved higher-level position in the current salary plan; therefore, the employee is unable to obtain compensation for working “out of class.”
- d. The Department Head shall prepare and submit to the Personnel Office, justification for the request. Factors to be included in the justification are: additional duties assigned

outside the scope of the employee's classification specifications, the degree of difficulty and complexity of the duties, the level of responsibility of the position, the basic knowledge, skills and abilities, required to perform the work and financial considerations.

- e. The Department Head shall recommend compensation for the temporary reclassification that is equivalent to similar classifications within the City, however, shall not exceed fifteen percent.
- f. The employee shall execute a contract agreeing to assume additional duties and responsibilities and acknowledging the temporary status of the reclassification.
- g. Upon completion of the temporary reclassification, employees shall return to their prior classification, and shall be entitled to applicable salary increases.

Merit Increases After Reclassification:

If applicable, merit increases shall occur to the maximum of the salary range for the new class according to regular City policy.

Effective Date of a Reclassification:

The effective date of a reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.

REVIEW AND REVISION

The City of Healdsburg reserves the right to rescind and/or amend this and all City policies, at any time.

CITY OF HEALDSBURG

REQUEST FOR RECLASSIFICATION

This request form must be attached to a memo to the City Manager detailing why a reclassification is justified. Attach support materials and job descriptions as appropriate.

Employee Name _____ Date _____

Employee Title _____ Employee Number _____

Department/Division _____

Supervisor _____

Request Submitted By _____

Current Title _____ Current Salary _____

Proposed Title _____ Proposed Salary _____

Budgeted Position: _____ Yes _____ No Funding Source _____

Justification for Reclassification (Summary)

Department Head must submit a preliminary evaluation to the Personnel Office within ten days of receipt of the Reclassification Request.

Department Recommendation _____ Approve _____ Deny _____

Signature Department Head Date _____

Department Head Comments _____

(Attach additional sheets as necessary)

**REQUEST FOR RECLASSIFICATION
FOR PERSONNEL OFFICE USE**

Date Received: _____ By: _____

Study Started: _____ Date Completed: _____

Personnel Review and Recommendation

Reclassification Approve Deny

Title Change From _____ to _____

Salary Change From _____ to _____

Comments _____

Signature Human Resources Director Date _____

Union Review Required? Yes No

Union Recommendation Approve Deny

Signature Union Representative Date _____

Administrative Review

Approved Denied

City Manager Signature Date _____

Effective Date _____