



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Position Classification and Evaluation
INITIAL EFFECTIVE DATE	05/18/2015
LAST REVISION DATE	Replaces <i>Section 2.1, 2.2, 2.3, 17.2, 17.3 and 17.4</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	6.06

OBJECTIVE The purpose of the policy is to provide a systematic, uniform, and organized approach for the administration of the City’s Classification Plan and positions.

SCOPE This policy applies to all regular full-time, regular part-time, temporary, and seasonal positions and employees who work for the City of Watauga.

POLICY

A. Classification Plan Specification

Each position shall have a classification specification. The classification plan lists the occupational list of positions by grade. Request for new positions or reclassification of an existing position must be made to the Human Resources Department. The Human Resources Department will be responsible for outlining the proper procedures for position classification and reclassification requests, as well as evaluating all positions for pay purposes. **See Policy 6.04 Classification Plan**

B. Audits and Reviews

It shall be the responsibility of the Human Resources Department to maintain the classification plan. The Human Resources Department may conduct external surveys of whole departments, of occupational groups located in various departments, or audit individual positions, as needed.

Such classification reviews may be initiated by the Human Resources Department independently. However, it is the responsibility of Department Heads to request such reviews if they are aware that one or more positions under their jurisdiction may be improperly classified. All requests for reclassification or new classification will be reviewed and approved by the City Manager. The classification plan shall be approved by the Watauga City Council, as amended.

C. Employment Planning

During annual budget preparation, Department Heads will develop manpower plans describing changing organizational needs. The Department Head will work closely with the City Manager

and the Human Resources Department to determine the position title and grade of any new position proposed in the annual budget.

D. New Classifications

A new classification may be established when a position is created that does not fit into any existing job title. A new job title is not necessarily a promotion or demotion. To propose a classification that does not currently exist in the City's classification structure, the Department Head must work with Human Resources and Finance to:

1. Create a Job Description and Job Task Analysis
2. Determine appropriate salary grade and funding level

E. Reclassification

1. Reclassification occurs when an existing job title moves from one salary grade to another. This may happen because of substantial changes in duties, required knowledge level, effect on City operations, accountability, and/or other relevant factors.
2. Department Heads may only submit reclassification requests during the annual budget process. Exceptions may be granted by the City Manager when a reclassification is in the best interest of the City.
3. Examples of eligible reasons for reclassification include, but are not limited to:
 - a. Duties of an existing position being combined with a vacant position of another classification.
 - b. Significant increase in responsibility due to additional programs, facilities, or requirements being assigned that are not part of the job duties currently performed and/or stated in the existing job description.
 - c. Other reasons of business necessity
4. Examples of reasons that are not eligible for reclassification include, but are not limited to:
 - a. Changes in local, state, or federal law that require title changes in certifications, but do not change certification levels or otherwise substantially change the qualifications for the position.
 - b. Increases in volume of work load.
 - c. Rewarding personal achievements of employees not required by their jobs (i.e., obtaining degrees, certificates, skills, etc. above those required by the job).
 - d. Rewarding performance.
 - e. Rewarding length of service.
 - f. Attempting to increase range maximums for employees because their salaries are at or near their current range maximums.
 - g. Creating jobs to accommodate or reward specific skill sets, personal preferences, or individual interests of employees that are not required by their jobs.
 - h. Requesting higher grade assignments for vacant positions without accompanying changes in assigned job duties.

- i. Requesting higher grade assignments to placate dissatisfied employees without valid job-related reasons.
5. Department Heads Responsibilities:
- a. Submit reclassification requests annually during the budget process
 - b. Evaluate requested reclassifications in their departments to determine whether they fall within policy guidelines (see Reasons above) prior to forwarding to HR;
 - c. Provide HR with documentation of the reason(s) for the reclassification;
 - d. Ensure that all other documentation required for review is provided and is complete; and
 - e. Ensure that employees who are the subject of reclassification requests are available for consultation and desk audits.
6. Human Resources Responsibilities:
- a. Ensure the consistency and integrity of the City's classification structure.
 - b. Properly evaluate and classify position(s) by reviewing classification of other cities with similar positions.
 - c. Review positions related to those reclassified (if job responsibilities have transferred from them) to determine if the current grade placement is still appropriate due to changes in assigned job duties.
 - d. Work with Department Head to update job description.

F. Changes to Base Pay

Affected employees do not receive pay rate increases if their pay rate as of the effective date of the reclassification is within the new salary grade of the reclassified position. As of the effective date of the reclassification, any affected employee whose pay rate is below the salary grade minimum of the reclassified position will have their base pay raised to the minimum of the new grade.