



Approved:

City of Riverside, California
Human Resources Policy and Procedure Manual

Number: II-1 Effective Date:

SUBJECT: **CLASSIFICATION PLAN ADMINISTRATION**

PURPOSE:

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

POLICY:

The Classification Plan shall provide for the establishment of classification titles, including minimum qualifications (in terms of experience, education, knowledge, skills, abilities, typical duties and special licenses or certifications) and designation of salary ranges for all positions in the classified or unclassified service. Some classifications that are sufficiently alike in essential duties and responsibilities may be grouped in a classification series to allow for a career progression opportunity and/or professional development. Establishing of a new classification title/salary range, title change or adjustments to an existing salary range require City Council approval via a Resolution (see -Riverside Municipal Code Chapter 2.32, Salary Regulations, Section 2.32.040 - The classification plan).

1. **Plan Maintenance** - The Human Resources Director is responsible for maintenance of the Classification Plan, including the allocation of new or changed positions to the appropriate class, the determination 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.

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

2. **Class Specifications** - The Human Resources Department, with the assistance of departmental staff, will develop and maintain written class specifications for each class. Class specification updates may be requested by departmental staff to ensure all information is current. All recommended changes will be reviewed and approved by the Human Resources department and shall be sent to the respective bargaining unit for review and approval in accordance with MOU requirements.

3. Content - Class specifications shall include the class title, a brief statement defining the essential duties and responsibilities of the class, the reporting relationship, 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, education and special necessary requirements (licenses or certifications).-Unless specified.

4. 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.

5. Qualifications – Minimum 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 on the recruitment job bulletin in an attempt to meet the particular needs of a department.
6. 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.
7. 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 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 Manager the allocation of the position to an appropriate class. Bargaining unit designation will be mutually agreed upon by the Human Resources department and respective bargaining unit representative on a number of factors, including classification duties, managerial or supervisory responsibilities, level of authority and responsibility and/or exercising of a high degree of discretion, independence and judgement. The Employer-Employee Relations Resolution will be used as guiding document for bargaining unit

designation. If a classification is created that affects a bargaining unit, the respective bargaining unit will be notified in accordance with the MOU.

8. Labor Market Basket – The Human Resources department and bargaining unit representatives via City Council approval will establish a list of comparable public sector agencies that will be utilized for the purpose of conducting classification and/or compensation salary surveys across the City. If there are no comparable classifications within the City's labor market basket, the City and union may mutually agree to decide, after meet and confer with the appropriate employee association(s), to use other public or private sector agencies that will assist in determining new classifications and salary placement. Salary survey findings are to be utilized as a resource for recommending appropriate competitive placement of a new salary range or if necessary adjusting an existing salary range; City Manager approval and final City Council approval is required for any new salary ranges or adjustment of existing ranges.

9. Reallocation of Positions - Classification actions that affect the original allocation of

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a position and result in the reallocation of that position are:

- a. 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).
- b. 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 Human Resources Personnel Policy and Procedure Manual Policy 11-2, Reclassification, for expanded treatment of this subject.
- c. 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.
- d. Bargaining Unit Change – A change to the classification's bargaining unit as a result of changed duties, responsibilities, and/or qualifications (experience, education) requirements. The Human Resources Department shall meet and confer with the effected union prior to a bargaining unit change.

10. Bargaining Unit Notification - The appropriate bargaining unit shall be advised of intended actions and shall be sent a copy of the implementing report.

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Attachments:

1. Classification Study Request
2. Job Analysis Questionnaire

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