

4. POSITION CLASSIFICATION PLAN

4.1. Policy

4.1.1. Preparation and Adoption

The City will develop and maintain a classification plan for all positions. Classification plans categorize positions into similar duties, qualifications, and responsibilities called “classes.” Each class is defined in a “class specification” form. The class specification will include: title; definition and/or function of job; essential and non-essential duties; responsibility and authority assigned; qualifications for employment including knowledge, skills, ability, experience and/or training required to perform the job; physical requirements and working conditions; and Fair Labor Standards Act (FLSA) status – exempt/non-exempt.

4.1.2. Classification

- A. Each position shall be classified consistent with these Personnel Policies and in accordance with the nature and relative complexity of the duties, responsibilities, and authority of the position. Classification of a position shall be effective when approved by the City Manager.
- B. Positions will be allocated to the same class when the following conditions exist:
 - 1) The same descriptive title may be used to designate the positions;
 - 2) Substantially the same level of education, experience, knowledge, ability, and other qualifications are required to perform the duties;
 - 3) Similar tests may be used to select employees for the positions; and
 - 4) The same compensation is appropriate for the positions.
- C. Classes will be allocated to a pay grade based on comparison to other City of Mesquite classes and salaries paid by comparable employers for comparable work.

4.1.3. Maintenance and Revision

Human Resources will periodically review the classification plan and recommend to the City Manager the revision, addition, or abolishment of classes.

4.1.4. New Positions

When a new position is created, the Personnel Director will recommend to the City Manager an appropriate class for the new position. Except for

unforeseen needs, all new positions should be established as part of the annual budget process and become effective after the budget has been approved by the City Council. When submitting grant applications or preparing a request for a new position, the Department Head shall consult the Personnel Director to determine the appropriate classification for the duties to be assigned to the new position.

4.1.5 *Reclassification*

A. When the duties assigned to a position have been changed to the extent that they no longer fit within the current class, the duties will be reviewed and the position allocated to an appropriate class.

Reclassification shall not be used:

- as a substitute for discipline;
- to circumvent hiring and promotions procedures; or
- to change the salary of one or more employees unless there has been a significant change in the assigned duties and responsibilities.

B. A change in a position's allocation does not constitute a sole basis for determining whether the employee in a position will also be assigned to the new position.

1) The decision as to whether an incumbent employee is allowed to be reclassified shall be recommended by the Department Head with the concurrence of the Personnel Director and approved by the City Manager.

2) Whenever a position is reallocated to a lower level class, the employee shall be reclassified to the lower level class.

4.2. Procedure

4.2.1. *Requests for Classification Review*

A. *Submission Process*

1) Requests for classification review are made by a Department Head to the Personnel Director. An employee may request that the Department Head submit a request for classification review to the Personnel Director. The Department Head will review the request and, if appropriate, send it with a written memorandum explaining the reasons the request meets the criteria for a classification study to the Personnel Director. The Personnel Director will review the request and indicate whether he/she will conduct a study.

- 2) An employee may request the classification review be forwarded to the Personnel Director even if the Department Head does not concur. The employee will notify the Department Head in writing when he/she wants the Personnel Director to review the denied request. The Department Head's reasons for disagreeing with the employee's request shall accompany any request forwarded to the Personnel Director. In the event that the Personnel Director denies the reclassification request the employee may appeal this decision to the City Manager who has final authority on these matters.
- 3) An employee whose previous request for reclassification has been denied must show that a change in duties or responsibilities has occurred subsequent to the denial of the previous request for classification review unless at least eighteen (18) months have passed since denial of the previous request.