

## Classification Plan Policy

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- 1.0 POLICY STATEMENT:** The classification plan provides a complete inventory of all positions in the city government's service and an accurate description and specifications for each position of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout the city service.
- 2.0 PROCEDURES:** The classification plan shall consist of: A grouping of classes of positions which are approximately equal in difficulty and responsibility, which call for the same general knowledge, skills and abilities and which can be equitably compensated within the same range of pay under similar working conditions; Class titles descriptive of the level of knowledge, skills, and abilities required for the position using the factor analysis criteria: worker characteristics, supervision exercised, policies and methods, assets, personal contacts, records and reports, safety of others, mental skills, mental demands, physical demands, unavoidable hazards, and surroundings. Written job description for all positions. The physical, environmental and sensory requirements of the position.
- 2.1** *Use of Class Titles* - Class titles are to be used in all personnel, accounting, budget appropriation and financial records of the city. No person will be appointed or employed in a regular full-time or regular part-time position in the city service under a title not included in the classification plan.
- 2.2** *Use of the Classification Plan* – the classification plan is to be used:
- 2.2.1** As a guide in recruiting and examining candidates for employment;
  - 2.2.2** In determining lines of promotion and in developing employee training;
  - 2.2.3** In determining pay ranges to be paid for various types of work;
  - 2.2.4** In providing uniform job terminology understandable by all city government officers and employees and by the general public.
- 2.3** *Administration of the Classification Plan* - The City Manager, through the Director of Human Resources, is charged with maintaining the classification plan of the city government so that it will reflect the duties performed by each employee in the service of the city and the pay class to which each position is allocated. It is the duty of the City Manager, and Director of Human Resources to examine the nature of the classes of positions, to make such changes in the classification plan as are deemed necessary by changes in the knowledge, skills and abilities of existing positions; and periodically to review the entire classification plan and recommend appropriate changes in allocations or in the classification plan itself.
- 2.4** *Allocation of Positions* - Whenever a new position is established, or knowledge, skills and abilities of an old position change, department heads shall submit in

writing a comprehensive job description describing in detail the duties of such a position. The Director of Human Resources shall investigate the actual or suggested duties and recommend the appropriate class allocation or the establishment of a new class of positions. This recommendation will be reviewed and approved by the City Manager.

**2.5** *Request for Reclassification* - Any employee who considers his/her position improperly classified shall first submit his/her request to the immediate supervisor who shall review the justification for the request. If the department head or supervisor finds that there is merit in the request, he/she shall immediately transmit his/her recommendation to the Director of Human Resources. The Director of Human Resources, or his designees, shall analyze the request as it relates to knowledge, skills and abilities as compared to similar positions within the organization weighing additional duties of the employee as compared to the job description and consider the recommendation of the department head/supervisor and basis for the request. The following factor analysis criteria will be used in reviewing the position: worker characteristics, supervision exercised, policies and methods, assets, personal contacts, records and reports, safety of others, mental skills, mental demands, physical demands, unavoidable hazards, and surroundings. Should the City Manager and Director of Human Resources find the request is not justified, he shall advise the employee, supervisor, and department head, accordingly. The decision shall be administratively final with the right of the employee to appear under the grievance procedure. If the recommendation is derived justified the City Manager will direct the Director of Human Resources to adjust the position in the classification plan.

**2.6** *Types of Appointments* - The following types of employment may be made by the City of Johnson City to classified (civil service) or non-classified service in conformity with the policies established by the city. There are certain job positions within the city government that may require a minimum age limit of 21 due to state and federal guidelines.

**2.6.1** Full-time - Appointment to a position either as classified or non-classified that has been created with the anticipation that it will be necessary to maintain that position on a full-time basis. Position will have a stated job description and is subject to all policies and procedures and receives all benefits and rights as provided by city policies. The minimum age is 18 for non-classified and 21 for some classified positions.

**2.6.2** Part-time - Employees appointed to a less than full-time position as described above will be considered part-time. This position may be continuous or non-continuous in nature. Regular part-time employees averaging 30 hours per week will be eligible for life and group health benefits. Regular part-time employees receive holiday pay when the

holiday falls within the scheduled workweek. Vacation and sick leave are pro-rated, and accrue based on the number of hours worked each week. Minimum age is 18.

**2.6.3** Temporary/Seasonal - Persons whose service with the city is intended to be of limited duration (such as summer months) with a definite termination date. The personnel request form must specify a termination date for those temporary positions. Temporary/Seasonal employees should be paid on an hourly rate and are not eligible for any city benefits. Minimum age for temporary employees is age 16.

**3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

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M. Denis Peterson  
City Manager

Original:  
Revisions: 05/24/2002