


**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject:		File Under Section:	
POSITION CLASSIFICATION PLAN		PERSONNEL	
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Res. No. 1029, 7/26/2001 Prior Personnel Manual		Anthony J. Mortillaro Town Manager 	
		Date: <i>9/26/02</i> /S	

1.0 POLICY

- 1.1 The position classification plan, as recommended by the Town Manager, and confirmed annually by the Town Council upon adoption of the budget, provides a complete inventory of all Town positions. It provides an accurate description or specification for each class of positions. The plan standardizes titles, and each title is indicative of a range of duties and responsibilities.
- 1.2 The Town Manager shall have exclusive authority over all positions as provided by the Town Code. The assignment and modification of position descriptions, of duties to a position, whether such duties may be temporary, permanent, incidental or essential, and any decisions concerning location of work, equipment and tools furnished, hours of work, and working conditions, shall be wholly the responsibility of the Town Manager or his/her designee. The classification plan shall in no way operate or be construed to operate to limit or to interfere with this responsibility for the assignment of duties to a position.

2.0 PURPOSE

- 2.1 To establish rules governing the classification of all positions in the Town of Prescott Valley.

3.0 APPLICABILITY

- 3.1 The provisions contained herein shall apply to all positions.

4.0 REFERENCE

5.0 PROCEDURES

5.1 Contents of the Classification Plan.

- 5.1.1 The classification plan shall include a schematic list of class titles arranged according to broad occupational groups.
- 5.1.2 The classification plan shall include written class specifications consisting of descriptive titles for each class of positions in the Town, a statement of the nature of duties, illustrative examples of work, essential knowledge, skills and abilities, and a statement of the minimum entrance qualifications that are required of a candidate for appointment to a position in the class.
- 5.1.3 Examples in the classification plan are intended only as illustrations of work performed by employees in the class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

5.2 Use of Class Titles.

- 5.2.1 Class titles are to be used in all personnel, payroll, budget appropriations and financial records.
- 5.2.2 No person except as herein provided shall be appointed to or employed in a regular position in the classified service under a title not intended in the classification plan. An appropriate class shall be established and approved as soon as possible after emergency appointments are made.

5.3 Use of Class Specifications.

- 5.3.1 The human resources manager or person or agency employed for that purpose shall ascertain and record the duties and responsibilities of all positions in the classified service and shall recommend a classification plan for such positions. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority and character of work are included within the same class, and that the same schedules of compensation may be made to apply with equity under like working conditions of all positions in the same class.
- 5.3.2 The position classification plan is the foundation upon which all major phases of the personnel program are constructed. Specific uses are as follows:
 - a. Serves as a guide in recruiting and examining candidates for employment.
 - b. Determines lines of promotion and develops employee training programs.
 - c. Is used in determining salaries to be paid for various types of work.
 - d. Facilitates the budget.

- e. Provides uniform position terminology conveying the same meaning to Town administrators, employees and the general public.
- f. Aids in perfecting and revising organizational structure, clarifying lines of authority, fixing responsibility, and weighing personnel requirements.

5.4 Administration and Maintenance of the Classification Plan.

- 5.4.1 The classification plan shall be adopted annually by the Town Council and may be amended in the interim by the Town Manager. When a vacancy occurs, the department head may complete and submit a classification questionnaire to the human resources manager for a review of the allocation of the position. This requirement may be waived by the department head when a vacancy occurs, in cases where changes in the duties and responsibilities of a position have not been made.
- 5.4.2 The Town Manager or the human resources manager may request that a classification questionnaire be completed if a question has arisen about the proper allocation of a position.
- 5.4.3 When a new position is created, the classification plan shall be amended to provide for it.
- 5.4.4 Each time a department or division therein is reorganized, classification questionnaires for affected employees may be submitted to the human resources manager for review, if deemed necessary.
- 5.4.5 Any position may be abolished upon recommendation of the Town Manager and approval by the Town Council. Employees transferred, demoted or laid off because a position is abolished do not have the right to an appeal under the employee appeal procedure in these personnel policies. Nothing herein requires a position to be immediately filled.
- 5.4.6 The human resources manager may request, at his/her own initiative, that classification questionnaires be prepared and submitted on a periodic basis. Completion of a classification questionnaire on a regular basis is intended to maintain the plan in as up-to-date a condition as possible. In addition, the human resources manager may request classification questionnaires at any time he/she has reason to believe that there has been a change in the duties and responsibilities of one or more positions.
- 5.4.7 Each time a new class is established, a class specification shall be written and incorporated in the existing titles. Likewise, an abolished class shall be deleted from the classification plan by removing the class specification and eliminating the class title from the schematic list of titles. Such updating shall occur at least once annually.

5.5 Allocation of Positions.

- 5.5.1 Following the adoption of the classification plan, the human resources manager, with the advice of the department heads concerned, shall

allocate every position in the classified service to one of the classes established by the plan.

- 5.5.2 Whenever a new position is established or there is a substantial change in duties of an existing position, a new classification questionnaire shall be completed by the employee describing in detail the actual duties performed.
- 5.5.3 The classification questionnaire shall be prepared in the format prescribed by the human resources manager and shall be signed by the department head.
- 5.5.4 Upon receipt of the signed classification questionnaire, the human resources manager shall investigate the actual or suggested duties and their relationship to other established positions and allocate the position to an appropriate class in the classification plan.
- 5.5.5 If a suitable class does not exist, the human resources manager will recommend the establishment of a new class, and after the approval of the new class by the Town Manager, the human resources manager will allocate the position to the class.

5.6 Request for Reclassification.

- 5.6.1 Reclassification shall not be used for the purpose of avoiding restrictions concerning demotions and promotions, nor to effect a change in salary in the absence of a significant change in assigned duties and responsibilities.
- 5.6.2 If a department head has facts, which indicate that a position in the department is improperly allocated, he/she may request the human resources manager to review the allocation of the position. Such request may not be initiated more often than once in any twelve (12) month period by the employee, the employee's supervisor (subject to department head approval), or the department head, and shall be submitted in writing and shall contain a statement of justification. The requesting department head will be provided with a response to the classification request within ten (10) working days. Pursuant to a full review of the situation, the human resources manager shall make a written recommendation to the Town Manager who shall have final authority to implement any recommended changes to the classification plan. Changes will be effective on the first day of the month in which it is approved.

5.7 Official Copy of the Position Classification Plan.

- 5.7.1 The human resources manager shall be responsible for maintaining an official copy of the position classification plan. The official copy shall include a schematic list of class titles and class specifications, plus all amendments thereto.