

City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:


Human Resources Director


City Manager

Number: II-2 Effective Date: 07/06

SUBJECT: RECLASSIFICATION

PURPOSE:

To describe reclassification and its effect on salary level, performance/merit review date, and employee status.

DEFINITION:

Reclassification is the reallocation of a position in one class to a different class as a result of a significant change in the duties, responsibilities and/or qualification requirements of the position.

POLICY:

It is the responsibility of department heads and immediate supervisors to ensure that employees perform work duties and responsibilities within the framework of the employee's assigned classification as described in the established classification specifications. Requests for review of the classification of a position may be initiated by a department or an employee, and shall proceed through the departmental chain of command for approval. The department/employee shall complete a Position Classification Study Request Form. The department shall also prepare a preliminary evaluation and/or justification of the request for review and forward the request within ten (10) working days from date of receipt to the Human Resources Department with comments and recommendations.

Upon receipt of the approved request, the Human Resources Department will prioritize, schedule, and conduct an appropriate classification study and advise the affected department of the results. The Human Resources Department shall determine the appropriate method(s) and/or evaluation tools to be utilized in making an effective analysis and recommendation. Any recommendations for reclassification action will be included by the department in their annual budget proposal. Following City Council approval, the Human Resources Department will prepare Personnel Action Forms to enact the approved classification actions.

Under special and/or time sensitive circumstances, the City Manager's Office may grant

exceptions to the normal study cycle. In this event, Human Resources shall make appropriate recommendations concerning the reclassification request, and with City Manager approval, shall implement the recommended action as soon as practical with final adjustments to the budget made at mid-year or fiscal year budget, reflecting the reclassification.

A reclassification, if granted, may result in: a change of class title and class specification for a position by either moving the position to another existing class in the Classification Plan or to a new class specifically created for the position; or placement of the position in a salary range with a maximum salary rate that may be higher, lower or the same level as previously held.

1. Upward Reclassification - In any case where a position is reclassified to a class with a salary range having a higher maximum salary rate, and the incumbent meets the qualification requirement for the new class, and is in fact performing the full range of duties and responsibilities of that position, the effect of this action shall be as follows:
 - a. Effective Date - The effective date of a reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.
 - b. Salary - The incumbent shall be entitled to the closest higher step within the new salary range that would provide a minimum of a 5% increase, not to exceed the maximum of the range.
 - c. Merit Increase Date - The incumbent's date for the next merit increase shall be set one year from the effective date of the reclassification.
 - d. Employee Status/Review Date - A new probationary period is not required. The incumbent's date for the next performance review shall be set one year from the effective date of the reclassification.
2. Downward Reclassification - In any case where a position is reclassified to a class with a salary range having a lower maximum salary rate, the effect of this action shall be as follows:
 - a. Effective Date - The effective date of a reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.
 - b. Salary - The incumbent shall either:
 - 1) Retain current salary if current salary is the same as a step within the salary range of the new class; or
 - 2) Be placed on the closest step within the salary range of the new class that approximates the current salary if the current salary is between steps within the new salary range; or

- 3) Be reduced to the maximum step of the salary range of the new class if current salary is greater than the maximum of the new salary range; or
 - 4) Be assigned a "Y" rate designation that holds the incumbent at a current salary which is above the new range until such time as the salary rate of the new class is the same as or exceeds the amount of the "Y" rate. Establishment of a "Y" rate is an administrative determination and requires approval of the department head, Human Resources Director, and City Manager.
- c. Merit Increase Date - There shall be no change in the incumbent's merit increase date as a result of downward reclassification. If applicable, merit increases shall occur according to regular City policy (see Policy II-3).
- d. Employee Status/Review Date - A new probationary period is not required in a downward reclassification. A new probationary period is not required when the demotion is the result of a convenience to the City (e.g. reorganization). The incumbent's date for the next performance review shall be set one year from the effective date of the reclassification (see Probation and Probationary Periods Policy).
3. Lateral Reclassification - In any case where a position is reclassified to a class with a salary range having the same maximum salary rate, the effect of this action shall be as follows:
- a. Effective Date - The effective date of a lateral reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.
 - b. Salary - There shall be no change in salary.
 - c. Merit Increase Date - If applicable, merit increases shall occur to the maximum of the salary range for the new class according to regular City policy.
 - d. Employee Status/Review Date - When the lateral reclassification is intra-departmental, a new probationary period is not required.

PROCEDURE:
Responsibility

Employee/Department

1. During reclassification submittal period, employee requests a review of the affected position(s) through the chain of command of the position(s).

- 2. Completes a Classification Study Request Form.
- 3. Prepares a preliminary evaluation and/or justification of the reclassification request.
- 4. Approves or denies reclassification study requests.
- 5. Forwards the Classification Study Request form within ten working days from date of receipt to the Human Resources Department with comments and recommendations.
- 6. Reviews and approves/denies reclassification study requests.
- 7. Prioritizes, schedules and conducts approved reclassification studies and prepares recommendations.
- 8. Reviews and approves/denies reclassification study results.
- 9. Advises the department head of the disposition of the reclassification study.
- 10. Approves the creation of new or deletion of existing classes.
- 11. Receives and reviews intended reclassification actions.
- 12. Prepares Personnel Action Form(s) to enact the recommendation affecting the incumbent(s) after City Council approval.

Department

Department Head

City Manager

Human Resources Department

City Manager

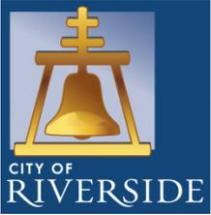
City Council

Bargaining Units

Human Resources Department

Attachments:

- 1. Classification Study Request Form
- 2. Sample Job Analysis Questionnaire



HUMAN RESOURCES DEPARTMENT CLASSIFICATION STUDY REQUEST FORM

Instructions

This form is used to request new position studies, reclassification studies of positions as a result of changes to duties assigned, or equity adjustment studies for existing classifications. A separate form is needed for each classification requested. **One form may be completed for multiple positions performing the same duties.** This form is organized in sections; complete only the sections that are applicable to your request.

Type of Request

New Position: The evaluation of proposed duties and responsibilities and related knowledge, skills, and abilities required to perform the work, in order to determine an appropriate classification. **Sections 1, 2, 4 and 5 need to be completed. (Section 3 required if new class)**

Number of positions requested: ____

Requested Class Title _____

“Fast Class” Request: To streamline the process, if the request is for a new position(s) in a department specific classification performing the same duties as multiple existing positions (examples: Police Officer, Librarian, Recreation Leader, etc.), **only Sections 1 and 2 need to be completed.**

Number of positions requested: ____

Requested Class Title _____

Reclassification: The reallocation of a single position or multiple positions in one class to a different class due to a significant change in the duties, responsibilities and/or qualification requirements of the position as a result of changes in workload demands, expansion of services, new organizational efficiencies, etc. Requests for title changes are included in this category. **Sections 1, 2, 4 and 5 need to be completed. (Section 3 required if new class)**

Current Class Title: _____

Proposed Class Title: _____

Reclassification of filled position PCN: _____

Reclassification of vacant position PCN: _____

Equity Adjustment: The evaluation of pay based on compensable factors, and competitiveness with the average of prevailing levels of pay for substantially comparable work within a specified labor market area. Equity studies will be conducted on an EXCEPTION ONLY basis. Equity issues are handled through the meet and confer process for bargaining unit classifications. **Sections 1 and 2 need to be completed.**

Equity Adjustment resulting from: Recruitment/retention issues Inequity between classes performing substantially equal work

Classification requiring equity adjustment: _____

Percent salary adjustment requested: _____

Reorganization: The evaluation of the impact to positions when a change to the organizational structure of a section, division, or department is proposed or implemented. **Section 1, 2, and 4 need to be completed.**

Section 1: Contact Information and Incumbent Information (if applicable)	
Department:	Division:
Contact for Study	Incumbent(s) Names and Titles (if applicable) to be considered for Reclassification:
Name:	
Title:	
Phone:	

Section 2: Study Request Information	
City Council Approval	
<input type="checkbox"/> Annual budget	Fiscal year:
<input type="checkbox"/> Mid-year addition	Anticipated date:

Section 3: New Class Request
If you are requesting a new classification, please complete this section in addition to the previous sections. You may attach additional pages as necessary. If you are not requesting a new classification, you may disregard this section.
Requested salary range:
Requested bargaining unit:
Why is a new classification necessary?
What position/classification currently performs this work in the department?
If you are requesting specific internal or external comparisons, please provide any information and/or salary survey data that you may have.
List any legal requirement the incumbent must satisfy (a degree, license, or certificate s/he must possess or acquire).
List desired qualifications required for education and experience the incumbent should possess.

Section 4: Organizational Relationships
Comparison Information: Are other employees performing the same or similar job duties? If yes, indicate incumbent name and position title.

Organizational Information: Describe the reporting relationship for this position. (Optional: an organizational chart).

Supervisory Duties (Complete if position will have supervisory/lead responsibilities):

Please check the supervisory or lead tasks that apply to this position:

Hires independently	<input type="checkbox"/>	Participates in hiring	<input type="checkbox"/>
Assigns work	<input type="checkbox"/>	Reviews work	<input type="checkbox"/>
Prepares and signs performance evaluations	<input type="checkbox"/>	Has input on performance evaluations	<input type="checkbox"/>
Implements disciplinary actions	<input type="checkbox"/>	Recommends disciplinary actions	<input type="checkbox"/>
Number of Subordinates:		Lead over:	

Section 5: Essential Duties

A complete description of the position is critical for appropriate analysis. A list of the primary six to eight duties performed by the position is usually sufficient. The approximate percentage of time spent performing each duty and rating the importance of each also provides a complete picture of the position's responsibilities within the section, divisions and department. Importance should be rated accordingly: 5-Critical, 4-Very Important, 3-Important, 2-Somewhat Important, 1-Not Very Important.

Essential Duty	% of Time	Importance
Ex) Supervising and directing work of others as described above (put 0% if not applicable).		
Total Percentage	100%	

Signatures:

Signature below indicates review of study request and attachments. If not in agreement with request, an attachment may be submitted with the request, or separately to Human Resources, indicating other views/comments.

Supervisor:	Phone #	Date:
Manager/Division Head:	Phone #	Date:
Department Head:	Phone #	Date:
City Manager	Phone #	Date:

For Human Resources Department Use

Date Rec'd:	Human Resources Recommendation: Reason:
Date Completed:	

For City Manager's Office Use

Initial City Manager's Review:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Final City Manager's Review	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied