

600. THE CLASSIFICATION PLAN

The Human Resources Department will maintain a classification plan based on duties, authority, responsibilities and required qualifications of classified positions in the city service.

601. POSITION REVIEWS

A position review is a critique of the duties, responsibilities and qualifications of a position. It is not a review or evaluation of any person holding the position being reviewed. As a result of a position review, a position may be reclassified to a different classification and grade within the existing classification plan.

The Human Resources Department may conduct position reviews under any of the following circumstances with the approval of the Chief Administrative Officer:

- A. As part of a study of all positions in an organizational unit;
- B. As part of a study of all positions in a given occupation;
- C. Upon the request of a department director;
- D. At the discretion of the Human Resources Director, any position may be evaluated with the approval of the Chief Administrative Officer.

602. NEW POSITION

A request to create a new position must be made by the department director through the submittal of a Position Control Form. All forms must be reviewed and signed by the Budget Office and forwarded to the Chief Administrative Officer for approval.

The Human Resources Department will evaluate the functions of the new position and determine the classification of the position.

603. RED CIRCLING

Red circling means that an employee's rate of pay is higher than the maximum allowable rate for the classified pay grade. Red circling may occur as the result of a job evaluation, classification study or other administrative action. Refer to Section 700 of these Regulations for pay adjustments related to red circling.