

**CITY OF STOCKTON, CALIFORNIA
CITY MANAGER ADMINISTRATIVE DIRECTIVE**

Subject: RECLASSIFICATION REQUESTS	Directive No. HR-52	Page 1 of 5
	Effective Date: 6/11/07	Revised From: 11/15/04 1/6/03

I. PURPOSE

To establish a uniform policy and procedure to promote efficient and appropriate personnel management through the classification and allocation of positions in the City of Stockton Classification plan.

II. POLICY

It shall be the policy of the City of Stockton that:

- A. All employees are assigned to the proper position in the Classification Plan and that no employee shall be permitted to work out of class without appropriate authorization and compensation.
- B. Reclassification shall apply only to employees who have attained regular status. Regular status is attained after successful completion of the probationary period.
- C. A reclassification study shall be considered only when requested by the department head or bargaining unit.
- D. Reclassifications shall be requested only when material and permanent changes have been made to the duties and responsibilities of a position.
- E. A reclassification shall apply to the position and not to the person holding the position; consequently, reclassifications shall not be used to circumvent the existing rules and regulations for demotions and promotions.
- F. Reclassifications shall be requested during the period March 1 through March 31 of each year and shall be completed not later than December 31 of the same year.
- G. The Human Resources Department shall administer this policy.

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III. DEFINITIONS

Whenever used in the City of Stockton personnel area, the following words and phrases shall have the following meaning ascribed to them:

- A. *Ability.* The power to consistently perform an observable and/or measurable behavior.
- B. *Allocation.* The assignment of a classification to the appropriate bargaining unit and salary level.
- C. *Class.* The positions in the Classification Plan that are so similar in duties, authority, and responsibility as to permit grouping under a common title and the application of common equity standards for selection, compensation, and personnel procedures.
- D. *Classification.* The assignment of a position or group of positions to an occupational category that is appropriate for compensation and employment.
- E. *Classification Plan.* A record of all positions in the City of Stockton work force to include title, typical duties and responsibilities, statement of training, experience, and other qualifications; all positions that are similar with respect to duties, responsibility, and character of work are included in the same class and may have the same compensation under the same working conditions.
- F. *Job Analysis Questionnaire.* The written questionnaire generated by the Human Resources Department used to gather information on a specific position and used to assess the feasibility of a request for reclassification.
- G. *Knowledge.* The fact or condition of knowing something with familiarity.
- H. *Pay Equity Adjustment.* The adjustment of a salary range by the City Manager as a result of recruitment difficulties and/or organizational changes that require an adjustment in pay. The pay equity adjustment of a salary range is not a reclassification action.

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- I. *Probation Period.* An intrinsic part of the exam process or reclassification study and shall be used for closely observing the employee's work.
- J. *Reallocation.* The reassignment of a classification to an appropriate bargaining unit and salary level.
- K. *Reclassification.* The reassignment of a position or group of positions to the occupational classification that most accurately reflects the duties being performed and responsibility level.
- L. *Regular Status.* The status attained after successful completion of the probationary period.

IV. PROCEDURE

- A. The employee shall route a written request for reclassification through the affected department head to the Human Resources Department. Such request shall not be unreasonably denied by the department head. The request shall include the basis for the reclassification request, which shall include:
 - 1. The nature and scope of changes in the duties and responsibilities;
 - 2. The approximate date the position began performing the higher level duties and responsibilities;
 - 3. The circumstances that led to the assignment of higher-level duties and responsibilities to the position;
 - 4. The level of increased knowledge, skills, and abilities required to perform the job functions; and
 - 5. Effect of action on departmental budget.

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- B. Upon receipt of the request, the Director of Human Resources shall forward a Job Analysis Questionnaire to be used in assessing the request, to the affected department head for transmittal to the employee holding the position. **The Job Analysis Questionnaire is the property of the Human Resources Department and shall not be shared with other persons.**
- C. The employee holding the affected position shall complete the Job Analysis Questionnaire in accordance with the instructions contained therein.
- D. The completed questionnaire shall be reviewed by the affected position's first- and second-level supervisors for consistency with the duties and responsibilities of the position. If the supervisors agree with the content of the questionnaire, the supervisors and the department head shall sign the document and forward it to the Human Resources Department.
- If the supervisors disagree with the contents of the questionnaire, the supervisors shall indicate their disagreement in writing and shall attach such writing to the questionnaire before routing to the department head.
- E. Upon receipt of the completed questionnaire, the Director of Human Resources shall assign a Human Resources Analyst to conduct an audit of the position and shall notify the department head upon assignment.
- F. The Human Resources Analyst will review the class specification and other relevant documents and records and schedule audit interviews with the employee holding the affected position and the managers and supervisors responsible for the position. The Human Resources Analyst shall issue a report to the Director of Human Resources on the findings and recommendations of the audit. The report shall be reviewed by the Director of Human Resources and the department head before it is forwarded to the City Manager.
- G. The Director of Human Resources shall forward his/her findings and recommendations to the City Manager, who shall have the discretion to approve, modify, or deny the request.

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H. The effect of the City Manager's action shall be reported to the department head by December 31, with a copy to the employee holding the affected position.

V. APPEAL

A. Unclassified Positions

The decision of the City Manager shall be final with regard to unclassified positions.

B. Classified Positions

Any employee in the classified service shall have the right to appeal the modification or denial of a reclassification request to the Civil Service Commission, who shall investigate the matter in accordance with chapter 2 of the Stockton Municipal Code and the Civil Service Rules and Regulations for Miscellaneous Employees. The effect of the Commission's action shall be final and there shall be no appeal therefrom.

APPROVED:

J. GORDON PALMER, JR.
CITY MANAGER