

**SECTION 31.07 REGULATIONS FOR POSITION CLASSIFICATIONS****Section 31.07.1** Definitions.

(A) "Position" is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

(B) "Class" is a group of positions (or one position) that (1) has similar duties and responsibilities, (2) requires like qualifications, and (3) can be equitably compensated by the same salary range.

(C) "Class Title" is the official designation or name of the class as stated in the class specification. It shall be used on all personnel records and actions. Working or office titles may be used for purposes of internal administration.

**Section 31.07.2** Responsibility for Administration.

The Civil Service Commission, with the approval of the Mayor, shall be responsible for administering the Position Classification Plan.

**Section 31.07.3** Allocation of New and/or Additional Positions.

When the duties and responsibilities for the proposed position are basically the same as a previously established class, the department or division head shall request approval of City Council to establish such additional positions at the applicable Pay Grade.

If the duties and responsibilities for the proposed position are different from any previously established class, the department or division head shall complete a job description indicating general duties, responsibilities, and qualifications. The Civil Service Commission shall then prepare a class specification sheet, code number, and a suggested pay grade to be submitted by the department or division head with the request to City Council to establish the new position. If approved, City Council shall decide the proper pay grade and allocate the position to it.

**Section 31.07.4** Maintenance of Plan.

(A) Each time a vacancy occurs, the position description shall be completed and submitted to the Civil Service Commission and to the Mayor for a review of the allocation of the position. This requirement may be waived in cases where changes in duties and responsibilities of a position have been unlikely.

(B) Each time a department or division is reorganized, position descriptions for all affected employees shall be submitted to the Civil Service Commission and to the Mayor for review.

(C) The Civil Service Commission may require departments or employees to submit position descriptions on a periodic basis, or any time the Commission has reason to believe that there has been a change in the duties and responsibilities or one or more positions, or at the request of the Mayor.

(D) Each time a new class is established, a class specification shall be incorporated in the existing Plan. The class title shall be added to the schematic list of titles. Likewise, an abolished class shall be deleted from the Position Classification Plan by removing the class specification and eliminating the class title from the schematic list of titles.

(E) The Position Classification Plan shall be reviewed at Council's discretion.

**Section 31.07.5** Interpretation of Class Specification.

The class specifications are descriptive and not restrictive. They are intended to indicate the kinds of positions that shall be allocated to the classes established. In a series of classes such as the police classes, the specification for all classes should be reviewed as a unit.

**Section 31.07.6** Official Copy of the Position Classification Plan.

The Civil Service Commission shall be responsible for maintaining on file an official copy of the Position Classification Plan. The official copy shall include regulations for administration, schematic list of class titles, and class specifications plus all amendments thereto. A copy of the official Plan shall be available for inspection by the public under reasonable conditions during office hours.

**Section 31.07.7** Positions Allocated.

The Position Classification Plan shall consist of all classes of positions included in the "Schematic List of Classes," as follows, with such changes as may be made from time to time by amendments to Section 31.05 or 31.07:

**SCHEMATIC LIST OF CLASSES**

<u>Clerical and Administrative</u>	<u>Code</u>
Clerk-Typist	05
Probation Secretary	10
Law Department Secretary	15
Building Department Administrative Assistant	20
Building Department Administrative Assistant	20
Economic Development/Planning Administrative Assistant	25
Administrative Office Manager	35

Clerk of Council/Certified Clerk of Council	40
Secretary to Civil Service Commission	50
Parks & Recreation Director	60
Community Development Director	65
Public Service Director	70
Law Director/Chief Prosecutor	75
Assistant Prosecutor	80
Economic Development Director	95
(Ord. 273-05, 47-06, 88-06, 82-10, 83-10, 25-11)	
<u>Accounting, Fiscal and Related</u>	
Utility Billing Clerk	105
Account Clerk II	110
Payroll Clerk	115
Deputy Finance Director	120
Court Reporter	210
Probation Officer	240
Chief Probation Officer	245
Assignment Commissioner	250
(Ord. 247-06, 26-07)	
<u>Cable TV</u>	
Assistant Producer/Technical Operations Director	805
Cable TV Executive Director/General Manager	810
Cable TV Operations Director	815
(Ord. 246-06)	
<u>Engineering and Related</u>	
Building Official	310
Construction Inspector	320
Engineering Technologist	325
Engineer II	330
Chief Engineer	335
Building/Combination Inspector	345
Senior Construction Inspector	350
Property Maintenance/Building Inspector	355
(Ord. 239-04, 22-11, 76-11)	
<u>Labor, Trades and Labor Supervisor</u>	
Building Maintenance & Repair	405
Laborer	415
City Arborist	425
Motor Equipment Operator	435
Sexton	445

Equipment Maintenance Mechanic	450
Equipment Maintenance Superintendent	455
Street Foreman	475
Street Superintendent	480
Sanitation Foreman	485
Sanitation Superintendent	490
Pubic Properties & Grounds Maintenance Superintendent (Ord. 81-09)	495

#### Utilities

Meter Service Technician	505
Water Superintendent	550
Water Operations Foreman	540
Backflow Coordinator	535
Operations Technician	530
Systems Testing Technician (Ord. 154-02, 81-09)	525

#### Public Safety

Police Records Clerk	605
Communications Operator	610
Administrative Assistant	625
Patrol Officer	630
Police Sergeant	635
Police Lieutenant	640
Police Chief	645
Parking Meter Attendant	650
Fire Educator/Inspector	665
Fire Fighter (part-time)	670
Fire Lieutenant	680
Fire Captain (part-time)	683
Second Assistant Chief/Fire Marshal	685
Assistant Fire Chief	690
Fire Chief (Ord. 152-04, 238-04, 162-06, 99-10)	695

#### Recreation Center

Recreation Center Director	Code 715
Recreation Center Aquatics Manager	725
Recreation Center Program Manager	750
Recreation Center Program Specialist	755
Recreation Center Recreation Supervisor	760
Recreation Center Financial Assistant	780
Recreation Center Office Administrator	785

(Ord. 69-01, 120-01, 13-02, 23-06, 47-06, 171-10)