

ARTICLE 2 – CLASSIFICATION

Section 2.1 CLASSIFICATION (CLASS) SYSTEM

There shall be a system of grouping positions into appropriate job classifications including (1) a listing of all job classifications, (2) descriptions for each job classification, and (3) rules for administration.

- a. For classification purposes, a position is a group of currently assigned duties and responsibilities requiring the full-time, part-time, or seasonal/substitute employment of one person. A position may be occupied or vacant.
- b. A job classification 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 pay range.
- c. The job classification title is the official designation or name of the job classification as stated in the job classification description. It shall be used on all personnel records and actions. Working titles may be used for the purposes of internal administration.
- d. There shall be unclassified and classified services in the City.

Section 2.2 UNCLASSIFIED SERVICE

The unclassified service shall consist of the following:

- a. The Mayor and Members of Chesapeake City Council;
- b. The members of boards and commissions, the City Manager, the City Clerk, the City Attorney, the City Real Estate Assessor, and the City Auditor;
- c. Licensed physicians and dentists employed by the City in their professional capacities;
- d. Certain temporary workers (inclusive of workers in certain grant-funded positions) whose duties and responsibilities are not aligned with an existing job classification; and
- e. Certain workers in departments/offices not under the direction of the City Manager.

Section 2.3 CLASSIFIED SERVICE

The classified service shall be comprised of employees and positions other than those listed as unclassified in the preceding section. The City's Constitutional Officers shall also be members of

the classified service.

Section 2.4 ORIGINAL APPOINTMENTS

All original appointments in the classified service shall be certified by the Department of Human Resources. Prospective employees shall compete to fill vacant positions in the classified service unless specifically excepted by the City Manager or designee.

Section 2.5 PROMOTIONS

Employees shall compete to fill vacant positions in the classified service unless specifically excepted by the City Manager or designee. The City Manager may adopt career path programs wherein employees progress without competition as detailed in administrative and/or departmental regulations.

Section 2.6 CLASSIFICATION REVIEW PROCESS

Specific provisions regarding the classification review process shall be established and maintained in an administrative regulation.

Section 2.7 INTERPRETATION OF JOB CLASSIFICATION DESCRIPTIONS

The job classification descriptions shall be explicative and not restrictive. Job classification descriptions are intended to indicate the kinds of positions which shall be allocated to the job classifications established. The use of a particular job classification description as to duties, qualifications or other factors shall not be held to exclude other duties, qualifications, and factors of similar kind or quality.