

**CITY OF CHESAPEAKE, VIRGINIA****NUMBER: 2.56****ADMINISTRATIVE REGULATION****EFFECTIVE DATE: 03/01/16****SUBJECT: DEPARTMENT OF HUMAN RESOURCES – SUPERCEDES: 06/01/14  
CLASSIFICATION POLICY****I. PURPOSE**

This Administrative Regulation establishes guidelines for creating new positions and modifying or deleting existing positions to ensure the efficient and appropriate utilization of City resources.

**II. APPLICABILITY**

This Administrative Regulation applies to all positions in departments under the direction of the City Manager as well as positions within constitutional offices whose salaries are administered under the City's Human Resources Classification and Compensation Plan.

**III. SCOPE OF AUTHORITY**

The City Manager has been empowered by the City Council through appropriate ordinances for overall administration of the City's Human Resources Classification and Compensation Plan. The City Manager shall have the authority to adopt job classification (class) titles and assign pay grades appropriate to the duties to be performed for each classified position. Under the direction of the City Manager, the Director of Human Resources is responsible for the daily administration of the Human Resources Classification and Compensation Plan.

**IV. DEFINITIONS**

- A. **Job Classification (job class)** – a position or group of positions with an assigned job class title that (1) has similar duties and responsibilities, (2) requires like qualifications, and (3) can be equitably compensated by the same salary range.
- B. **Job Class Description** – a written description of a specific job class containing the class title, nature of work performed, essential duties and responsibilities, and the minimum education and experience required to perform at a proficient level.
- C. **Complement** – the allocation of positions within a department.
- D. **Demotion** – is the voluntary or involuntary placement of an employee in a lower job classification.
- E. **Lateral Transfer** – the voluntary or involuntary assignment of an employee to a different position with the same salary grade, resulting from recruitment or managerial action.

- F. **Position** – a designated 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.
- G. **Promotion** – a promotion is the placement of an employee in a position with a higher pay grade as the result of a competitive hiring process.
- H. **Reallocation** – a change to the distribution of budgeted positions within a department that does not involve a change in classification (e.g. status change from full-time to part-time).
- I. **Reclassification** – a change in the job classification assigned to a position based on the study of actual tasks, duties, and responsibilities of a position.
- J. **Reorganization** – a change in the distribution of budgeted positions within a department due to organizational and staffing needs which may include reclassifications, status changes, additions, and/or deletions.

## V. REQUESTING A CLASSIFICATION REVIEW

### A. General Provisions

1. Requests submitted as part of the budget process must be received in the Department of Human Resources no later than July 1<sup>st</sup>. Human Resources staff will review requests and make recommendations for consideration during the budget process.
2. Other than requests to delete a position or to reallocate a position from full-time to part-time status, classification requests submitted outside the budget process must meet one of the following criteria in order to be considered:
  - a. The position to be reviewed is vacant.
  - b. A significant new program/mandate has been implemented affecting the position to be reviewed or necessitating the proposal of a significant department reorganization.
3. New job classifications are created only when it is demonstrated that a current job classification does not exist to adequately capture the scope of responsibilities of a particular position.
4. Recommendations for position classification changes must be reviewed by the Directors of Budget and Human Resources and approved by the City Manager.

5. The Department of Human Resources may initiate a classification review for any position for which the assigned duties appear to be misaligned with the designated job classification.

**B. Addition of Positions**

1. Generally, a request to add a position should be proposed during the budget cycle. This type of request will only be reviewed by the Departments of Human Resources and Budget outside of the budget process in extenuating circumstances.
2. A request to add a position to a department's complement must be accompanied by a *Request for Classification Review* form and a *Job Content Questionnaire*.

**C. Deletion of Positions**

1. A request to delete a position may be submitted to the Department of Human Resources outside the budget process.
2. Requests to delete a position from a department's complement must be accompanied by a *Request for Classification Review* form.

**D. Reallocation of Positions (Status Changes)**

1. Generally, requests to reallocate a position from part-time to full-time status should be proposed during the budget cycle. This type of request will only be reviewed by the Department of Human Resources outside the budget process in extenuating circumstances.
2. Requests to reallocate a vacant position from full-time to part-time status may be submitted to the Department of Human Resources outside the budget process.
3. Requests to change the status of a position in a department's complement must be accompanied by a *Request for Classification Review* form.

**E. Reorganizations**

1. Generally, department reorganizations should be proposed during the budget cycle. This type of request will only be reviewed by the Department of Human Resources outside of the budget process in extenuating circumstances such as the unanticipated implementation of a significant new program or mandate.
2. Requests to reorganize a department must be evaluated by the Departments of Human Resources and Budget and approved by the City Manager prior to implementation.

3. Requests to reorganize a department will require a *Request for Classification Review* form and a *Job Content Questionnaire* for each position to be reviewed.
4. A position approved for reclassification as a result of a departmental reorganization shall be handled in the same manner as a promotion, demotion, or lateral transfer, as applicable, for the incumbent and in accordance with the pay procedures for these actions outlined in the Pay Provisions Policy (Administrative Regulation 2.54).

F. **Reclassification**

1. Generally, requests to reclassify a position should be proposed during the budget cycle. This type of request will only be reviewed by the Department of Human Resources outside of the budget process in extenuating circumstances.
2. Requests to reclassify a position must be accompanied by a *Request for Classification Review* form and a *Job Content Questionnaire*. Requests must meet the criteria as stated in section V, A, (2).
3. A position approved for reclassification shall be handled in the same manner as a promotion, demotion, or lateral transfer, as applicable, for the incumbent in accordance with the pay procedures for these actions outlined in the Pay Provisions Policy (Administrative Regulation 2.54).

VI. **ADMINISTRATION**

This Policy is not legally required. The City retains the right, at any time, to reclassify or eliminate positions as a result of economic necessity, operational efficiency, or any other reason deemed necessary by City management.

VII. **POLICY INTERPRETATION**

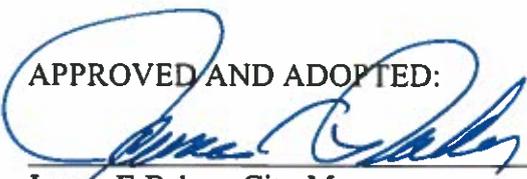
The Director of Human Resources is responsible for rendering official interpretations of this Policy.

APPROVED AS TO FORM AND CONTENT:

  
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Dana E. Sanford, Deputy City Attorney

2.4.2016  
\_\_\_\_\_  
Date

APPROVED AND ADOPTED:

  
\_\_\_\_\_  
James E Baker, City Manager

3/3/16  
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Date