

RULE III
THE POSITION CLASSIFICATION PLAN

Section 1 The Classification Plan - General Rules

- 1.1 The Civil Service Board shall adopt a position classification system wherein positions are classified on the basis of similarities in responsibilities, qualifications and compensability. Positions similar enough to be treated alike under like circumstances shall be allocated to the same class.
- 1.2 The Director is authorized to allocate newly created positions to classes, and to improve and update the class specifications and titles.
- 1.3 The Director may anticipate formal action of the Board by adding a new class, when in his judgment it is in the public interest to do so, subject to Board ratification at its next meeting.
- 1.4 Hearings on appeal from allocations: If an employee feels his position has been improperly allocated, he may protest the allocation by presenting such forms as the Director may prescribe. The Director or his designee shall determine the facts of the case and render a decision. Employees shall have the right to appeal to the Board if dissatisfied with the decision by filing a written request with the Director within 15 days of the decision.

Section 2 Class Specifications

- 2.1 The Director shall prepare specifications for each class which set forth the nature and purpose of the positions they encompass, provide examples of work and of the associated knowledge, skills and abilities and a statement of education and experience qualifications.
- 2.2 The specifications of the classes of positions in the classification plan, and their various parts, shall have the following force and effect: The definitions are descriptive and not restrictive. They are intended to indicate the kinds of positions that should be allocated to the several classes as determined by their duties and responsibilities, and shall not be construed as declaring to any extent, or in any way, what the duties or responsibilities of any position shall be, or as limiting or in any way modifying the power of any appointing authority to assign duties to and to direct and control the work of employees under his supervision.
- 2.3 In determining the class to which any position should be allocated, the definition of each class shall be considered a whole. Consideration shall be given to the general duties, specific tasks, responsibilities, qualification requirements,

knowledge/skills required, complexity of tasks, impact on total operations, physical demands of the job, relation to other classes, and any other appropriate factors, as together affording a picture of the kind of employment that the class is intended to embrace.

- 2.4 The use of illustrative examples of work shall not be held to exclude other duties which may not be listed.

Section 3 Class Titles

- 3.1 Code numbers assigned to the classes by the Civil Service Office may be used in lieu of the class titles.
- 3.2 No employee shall be appointed, employed or paid under any title other than that of the class to which his position has been allocated. The title of each class shall be used to the exclusion of all others on payrolls, budgets and official records and reports.
- 3.3 Working titles may be used on correspondence and other matters not having to do with the Civil Service laws.