

CLASSIFICATION PROCEDURES

Introduction

Requirements for the classification process are codified in the Personnel Merit System at Chapter 2-14 of the Broomfield Municipal Code. The following provides guidance for supervisors/managers to assist in the classification process.

The classification plan consists of position titles and the class specifications or job description. There should be a job description for each classified position. The supervisor or manager along with individuals from the Human Resources Department are responsible for ensuring that job descriptions are accurate and complete. The job description will include the following components:

1. General Description of Work – This is a brief statement that describes the type of work and responsibilities performed by the incumbent.
2. Examples of Duties – This section describes the duties generally performed by individuals assigned to this classification.
3. Essential Required Tasks – This section describes those functions that the individual must be able to perform in order to fulfill the requirements of the job.
4. Performance Indicators – Describes the areas in which an employee's performance will be evaluated along with criteria for measuring performance.
5. Independence of Action – Indicates the level to which the incumbent makes decisions or takes action. Also indicates the amount of supervision required.
6. Personnel Management Responsibility – Indicates whether or not this position has lead worker, supervisor or manager responsibilities.
7. Working Relationships – indicates the frequency and the type of contact that occurs with others within and outside the organization.
8. Working Conditions – This section describes the days and hours of the position. Also included are the physical characteristics/demands of the work and the physical environment.
9. Necessary Applicant Traits – Indicates the knowledge, skills and abilities required in order to qualify for the position.
10. Education and Experience – Indicates the education levels and experience required. May also include preferences in this section.
11. Necessary Special Requirements – Indicates what licenses, certificates, etc. are required. Age limitations are included in this

section. This section is also used to indicate what type of testing the individual will undergo during the recruitment process.

Creating A New Job Description

The supervisor or manager works in concert with the designated representative from Human resources in order to create a new job description. This can be accomplished in two ways, the supervisor or manager can gather information from existing job descriptions or he/she can complete the Job Analysis Questionnaire (JAQ). It is preferable to take information from existing job descriptions and then tailor the description to the job. It is important that the supervisor/manager pay close attention to the "Working Conditions," "Necessary Applicant Traits," "Education/Training" and "Necessary Special Requirements" sections. For example, if the position requires certain physical activities, these activities must be described in the "Working Conditions" section (must lift a tool weighing 25 pounds to chest height or must be able to climb a ladder to a height of 20 feet in order to change a light bulb). Once the supervisor/manager prepares the draft of the job description or completes the JAQ the information is forwarded to Human Resources. The HR staff member will re-format the job description and makes any required changes. A meeting may be required to finalize the job description. Once completed, the HR staff member may conduct a salary survey to set the pay range for the position.

Modifying an Existing Job Description

This can be done at any time and the supervisor/manager follows the same process as described in the preceding paragraph.

Reclassification

There are two instances in which a position may be re-classified. The first is when the duties and responsibilities of an employee have changed substantially for a period of at least three months. In this example, the employee completes the Reclassification Form and the supervisor reviews it. The supervisor completes the last page of the form and forwards to the Human Resources Department. The second is when the employee has passed certain certification programs (such as for Plant Operator or Combination Inspector) or has met the requirements for the next level position in a division (such as Worker to Technician or Technician to Senior Technician). The employee must meet the minimum qualifications for the position in order to be reclassified. In the second example, the supervisor may prepare a memorandum in lieu of the re-classification form as long as there is adequate information to evaluate the request. Either way the department must obtain confirmation in writing from the Budget Division that adequate funds exist to cover the cost of the re-classification.

In both cases, the Human Resources Director reviews the request for reclassification and approves or denies the request. When an employee's position is reclassified, the employee's rate of pay will be set within the pay range

of the new position. Generally the pay increase is the greater of the minimum of the new range, or a four- percent increase.