

Rule 1. The Classification Plan

A. Purpose of the Plan

The Classification Plan provides a systematic arrangement and inventory of the positions in the Unified Personnel System. The plan groups the various positions into understandable classes indicative of the range of duties, responsibilities, and level of work performed. The class titles standardize the meaning, allocation, and usage of the Plan throughout the Unified Personnel System, again based upon the similarity of work and duties performed.

B. Uses of the Plan

1. Groups positions into classes based on similarities in the nature and scope of work.
2. Determines qualifications, prepare recruitments and examination content.
3. Determines pay grades to be paid for the various classes of work.
4. Determines promotional paths.
5. Develops employee training and development programs.

C. Content of the Plan

The Plan is a compilation of the following for each class: class title indicative of the work of the class, a class specification for each job classification containing the nature of work and relative responsibilities of the class, typical illustrative tasks, minimum qualifications, and the knowledge, skills, and abilities required for adequate performance of the work.

D. Maintenance of the Classification Plan

The Unified Personnel Board is responsible for maintaining the Classification Plan by adding, deleting or modifying job classifications based on studies and recommendations made by the Director of Human Resources.

E. Appeals

The position incumbent or Appointing Authority may request a secondary review of the classification decision to the Director of Human Resources. Downward reclassifications may be appealed through the Director of Human Resources to the Unified Personnel Board.