

CHAPTER 4

THE CLASSIFICATION PLAN

4.01. PURPOSE. The purpose of the classification plan is to provide a systematic arrangement and inventory of City personnel authorizations by grouping them into classes indicative of the duties and responsibilities of each class of work. This grouping of authorizations into a single document is referred to as the classification document. The classification plan is utilized to:

- A. Provide title and standardized terminology for all City work force authorizations.
- B. Establish minimum job requirements for recruiting applicants for employment.
- C. Assist in determining pay rates for various classes of work.
- D. Establish clear lines of supervision, promotion or advancement.
- E. Aid in the development of employee training programs.
- F. Provide standards and methodology to consummate reclassification transactions.

4.02. PLAN COMPOSITION. The plan shall consist of:

A. A grouping in classes of personnel authorizations which are approximately equal in difficulty and responsibility, which call for the same general qualifications, and which can be equitably compensated within the same pay range under similar working conditions.

B. Class titles, descriptive of the work and which identify the class.

C. Written descriptions for each class work force authorization.

D. An allocation list showing the class title of each work force authorization in the classified service and identified by the name of each individual.

4.03. USE OF CLASS TITLES. Class titles are used in all personnel, accounting, budgeting, appropriation and financial transactions. No person will be employed in a work force position unless it is included in the classification plan and reflected on the workforce document. Other job titles may be referenced in the course of department routine to indicate authority, status, special assignments or administrative rank.

4.04. USE OF CLASS SPECIFICATIONS. Specifications (Job Descriptions) are to be interpreted in their entirety and in relation to others in the classification plan. Particular phrases or illustrative examples are not to be isolated but treated as a full definition of any class. Specifications are deemed to be descriptive and explanatory of the kinds of work

or tasks performed and not necessarily inclusive of all duties performed and all employees are required to perform any and all appropriate duties officially assigned to them regardless of their title.

4.05. ADMINISTRATION OF THE PLAN. The City HR Director is charged with maintenance of the classification plan so it will reflect the duties performed by each employee and relate to the needs of the City to provide emergency and essential services for its citizens. It is the duty of the HR Director to examine the nature of work force authorizations as they are created and funded and to allocate them to the existing class or to create new classes in conformity with provisions of the Plan; to make changes in the Plan to conform with changes in the duties and responsibilities of existing authorizations; and periodically review the entire Plan and recommend appropriate changes or allocations.

4.06. ALLOCATION OF POSITIONS. Whenever the need for a new personnel authorization is established, or duties of an existing authorization changes, Department Directors shall submit in writing to the HR Director a comprehensive job description detailing the duties of such positions. The City Manager will review all job descriptions and staffing studies prior to action by the HR Director. The HR Director shall evaluate the actual or suggested duties by utilizing established criteria before recommending changes to the City Council. The Council shall approve all changes.

4.07. RECLASSIFICATION ACTIONS. Personnel records, the Workforce Document, classification lists and alphabetical rosters shall be corrected to reflect new pay and personnel data at the earliest possible date following a reclassification action.

CHAPTER 5 THE WAGE AND PAY PLAN

5.01. PURPOSE. The wage and pay plan shall provide the basis of compensation for all employees of the City of Lake City. The plan shall be constructed with regard to the following:

- A. Relative difficulty and responsibility between existing classes of work.
- B. Prevailing rate of pay for similar types of work in public and private employment.
- C. Availability of candidates for recruitment to the various classes of work.
- D. Economic conditions of the City and the present policies of the City Council.

5.02. PLAN COMPOSITION The pay plan consists of 1) a personnel source document, 2) a job workforce listing, and 3) a wage grade salary matrix for exempt and nonexempt employees indicating incremental steps within each wage grade.

5.03. THE WORKFORCE DOCUMENT.

A. The Workforce Document is an integral part of the City of Lake City's Personnel Classification System. The intent of this document is to provide accurate data for use in managing the staffing by Department Directors and the HR Director for the City. The document is structured by departmental functions and displays personnel data that depicts all the work force positions authorized within the annual budget adoption process of the City.

B. The HR Director is designated by the City Council to coordinate changes to the Workforce Document and to maintain its accuracy at all times. New employee classifications and/or adjustments to existing employee classifications are subject to City Council approval. During hiring freezes, the Council reserves the right to approve all hiring of personnel regardless of vacancies within the Workforce Document. Budget integrity and revenue availability to meet the operational needs of the City remain the chief goals of the Council.

C. Workforce Document data is displayed in a structured way to enable management to assess work force needs in a rapid manner. Ten (10) major data fields are characteristic for each departmental function. As a rule, data fields one (1), three (3), six (6) and eight (8) represent work force data approved by the Council at the time of budget adoption. Remaining data fields refer to employee data and are reflective of the incumbent occupying the position. Each Workforce Document page contains a legend that enables users to review the data code values used within the product.

5.04. PAY RATES UPON INITIAL EMPLOYMENT. The beginning wage or salary for new hires is normally within the lower range (A – D) of the authorized wage grade. The beginning wage or salary may be increased with the recommendation of the Department Director and approval of the City Manager. Justification for an increase includes experience, education, certifications, etc.

5.05. THE WAGE PLAN. The Wage Plan consists of a schedule of grades, one of which is assigned to each job classification contained in the workforce document indicating incremental steps and a minimum and maximum wage. The schedule consists of twenty-one (21) wage grades. Within each grade there are incremental pay level steps identified “A” through “O”.

5.06. AWARD OF INCREMENTAL PAY INCREASES. Pay adjustments within a classified position shall be based only on “merited achievement” or “merited annual performance.” Adjustments are contingent upon funding availability, Department Director recommendation and subject to City Manager approval. Completion of educational training courses and licensing requirements associated with the employee’s job, attainment of an accredited college degree (Associate and higher) and exemplary duty performance as documented on annual employee evaluations are examples that may justify an increase. Merit increases based upon sustained work performance will be awarded at the beginning of the fiscal year and eligibility is determined by employee annual evaluation scores and funding availability.

5.07. PAY PLAN REVIEW. Following the first pay plan version of 2010, and every three (3) years thereafter, the HR Director shall provide information to the City Manager and City Council as the basis for a comprehensive review of the Classification and Pay Plan. The primary objective of this process is to maintain parity of pay and ensure all employee classifications are compensated at an appropriate level.