



THE CITY OF  
PASADENA

**MANUAL OF PERSONNEL  
RULES, PRACTICES,  
AND PROCEDURES**

**SECTION: 3.00  
Employment Practices**

**SUBJECT: 3.15  
Classification**

**SUPERSEDES:  
August 15, 1992**

**NEW EFFECTIVE DATE:  
April 14, 1997**

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**APPROVED BY CITY MANAGER:**

**I. Classification Structure**

- A. The positions in the City service are grouped into classifications so that all positions with similar duties and responsibilities are in the same classification. The duties and responsibilities of a job determine to which classification a job will be assigned.
- B. Classifications are in turn arranged in series. Usually, employees in the lower-paid classifications have promotional opportunities to the higher-paid classifications.

Public Safety Series

Police Commander  
Police Lieutenant  
Police Sergeant  
Police Investigator  
Police Officer

Clerical Series

Operations Assistant  
Staff Assistant IV  
Staff Assistant III  
Staff Assistant II  
Staff Assistant I

- C. The classification of jobs is based upon the duties and responsibilities required for the job, rather than upon the abilities of the employee. A written description, known as a class specification, is prepared for each classification listing the major duties, knowledge, skills and abilities required, minimum amount of education and/or experience required, and the length of the probationary work test period.

**II. Title Changes**

Where the duties of a position have not substantially changed, the position may be retitled as a result of restructuring, reorganizing, or to more accurately identify the position. There is no change in the compensation level with a title change. No change in the title of any job classification shall affect the tenure of the incumbent, if any.

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### III. Reclassification

All classification and reclassification of positions shall be filled through competitive recruitment and selection, except as follows:

A. Should the duties of a position evolve/change over time, the Department Head may request the reclassification of the job. (Requests for classifications and equity studies are accepted by the Human Resources Department from September 1 through October 31 of each year.) After proper review or study, and approval by the Director of Human Resources, the job may be allocated to a higher or lower classification, or remain unchanged. Should the duties and tasks be reallocated between different positions, all affected positions will be subject to review.

#### B. Process of Reclassification

1. The Department Head provides a written request to Human Resources Director to perform a review on position. A written request describes the rationale for requested review and a reasonable belief that:
  - a. The job duties and responsibilities have changed over time.
  - b. Incumbent employee has been working out of classification in a non-Acting capacity for 12 months or longer.
  - c. The current classification no longer is descriptive of the job duties and responsibilities.
2. In a multiple-incumbent classification, the Department Head must indicate why only less than all positions in the classification within that department is being requested for review. The Human Resources Analyst will evaluate and determine if the position/incumbent should be reclassified, or if the position, if restructured, should be filled through a competitive selection process.
3. If the Human Resources Analyst determines that reclassification is the appropriate process, a Position Description Questionnaire (PDQ) is provided to the employee and supervisor to complete and submit back to the Human Resources Department. The PDQ form elicits information on job responsibilities for evaluation of critical job elements.

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4. The Human Resources Analyst reviews the PDQ with the employee and with the supervisor, so that there is a clear understanding of job responsibilities, reporting relationships, job complexity and level, etc.
  5. The Human Resources Analyst will conduct a market review and/or make internal comparisons to determine the appropriate classification and/or salary level.
  6. Incumbents may be regularly assigned to the reclassified position if the results of the classification study confirm that the incumbent has been regularly assigned to and has performed the duties of the reclassified position for a minimum of one year at the time of the request to reclassify.
  7. The Human Resources Analyst reviews findings and recommendations with the Human Resources Manager and/or Director of Human Resources for tentative approval.
  8. The Human Resources Analyst conveys in writing, the findings, rationale for the findings, and the recommendations to the employee's department head.
  9. The department head is responsible for notifying the employee and their supervisor of the Human Resources Analyst's findings and recommendations. If a personnel action form is necessary, the Department will process.
  10. If the City Council action is required, an agenda report is prepared and submitted to the City Council for approval.
- C. Sliding Classification - This is an upgrade of a position in a well defined job series to a higher budgeted classification within the same job series which requires greater responsibility and provides higher pay. Positions established as a Sliding Classification are:
- |                          |    |                           |
|--------------------------|----|---------------------------|
| Fire Fighter I           | to | Fire Fighter II           |
| Police Assistant I       | to | Police Assistant II       |
| Staff Assistant I        | to | Staff Assistant II        |
| Management Analyst I     | to | Management Analyst II     |
| Assistant Engineer       | to | Associate Engineer        |
| Assistant Planner        | to | Associate Planner         |
| Construction Inspector I | to | Construction Inspector II |
| Deputy City Prosecutor I | to | Deputy City Prosecutor II |

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|                             |    |                                 |
|-----------------------------|----|---------------------------------|
| Engineering Aide Assistant  | to | Engineering Aide                |
| Laborer                     | to | Maint. & Construction Worker    |
| Maintenance Assistant       | to | Various Field Classifications   |
| Public Works Maint. Wrkr. I | to | Public Works Maint. Wrkr. II    |
| Public Works Crew Supv. I   | to | Public Works Crew Supv. II      |
| Street Light & Signal Tech. | to | Street Light & Signal Repairer  |
| Associate Planner           | to | Planner                         |
| Utility Services Advisor    | to | Senior Utility Services Advisor |
| Inspector Trainee           | to | Building Inspector              |
| Inspector Trainee           | to | Code Compliance Officer         |

Justification for designation of additional classifications to the Sliding Classification Series must be approved by the Director of Human Resources, budgeted at the appropriate level and documented in the Manual of Personnel Rules, Practices & Procedures.

With the approval of the department head, incumbents may be upgraded through sliding classification when qualified and upon demonstration of their capabilities to perform at the higher level.

- D. Underfilling a Position - The underfilling of a position differs from the sliding classification in that any position within a series may be underfilled for purposes of training and development or for other business reasons, while the sliding classification is designed and established specifically to provide for the training and upward mobility of the incumbent(s) in the above classifications.

When underfilling a position, the incumbent may not meet the minimum requirements of the budgeted position; the applicant may be appointed or promoted to a lower position classification which is lower in salary than the specific position classification authorized in the budget. The department head may subsequently request that the incumbent be appointed to the higher budgeted classification upon certification that the employee has passed probation, meets the minimum job requirements and has assumed and is satisfactorily performing the duties of the higher budgeted classification.

The recruitment bulletin shall state that positions may be underfilled and that the incumbent may be reclassified up to the higher budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

- E. Reclassification shall be monitored for compliance with the Affirmative Action Program (See Affirmative Action Plan).

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**IV. New Classification**

The establishment of new classifications of employment, or the combination, alteration or abolishment of existing classifications, shall be approved by the Director of Human Resources and the City Manager, and where appropriate, the City Council.

**V. Demotion**

Movement of an employee from a position in one classification held on a regular basis to a position in another classification which has a lower maximum salary rate shall be considered a demotion. Employees may request demotion to the most recent classification held on a regular basis, if a vacancy exists and is authorized to be filled.

**VI. Administrative Reassignment or Reclassification to a Different Classification (Note: This Section VI applies to all employee groups except AFSCME and IBEW):**

**A. Administrative Reassignment to a Different Classification**

After exhausting the layoff provisions set forth in the applicable Salary Resolution or MOU, if a regular status employee is subject to involuntary layoff or displacement, the following may be considered:

The City Manager, in consultation with the Director of Human Resources, may reassign the impacted employee to a vacant position other than his/her own, based upon the employee's knowledge, skills, abilities and work performance. Such reassignment shall be temporary and shall not exceed one year.

In all cases of administrative reassignment, whether to a lower, higher, or equivalent level classification, employees must take a qualifying examination to be eligible for regular status in the classification. This examination may be non-competitive, and shall occur no less than three months and no more than one year from the beginning of the administrative reassignment. When the employee is satisfactorily performing the full duties and responsibilities of the reassigned position and has qualified for the classification based on examination, he/she may be formally appointed to the position.

Employees who are administratively reassigned will serve the normal probationary period for the classification in which they are placed, beginning with the date the administrative reassignment becomes effective. If formal appointment is not achieved within one year from the date of reassignment, the employee may be laid off or separated from City employment. Such employee

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may exercise all options and rights applicable to the classification from which previously laid off or displaced.

If the reassignment is to a classification with an equivalent or higher maximum salary, the employee will retain his/her present classification, salary and benefits until he/she has qualified based upon examination. If the reassignment is to a classification with a lower maximum salary, the employee will assume the new classification with the new classification title and corresponding benefits. The employee's salary shall not exceed the maximum allowable in the classification to which reassigned. At the time an employee is formally appointed to a higher classification through the examination process, his/her salary and benefits may be adjusted as appropriate to the new classification.

**B. Reclassification to a Different Higher Classification**

If a position is restructured as a result of reorganization or budget reductions, and the incumbent employee may be displaced because the classification of the restructured position has changed, the City Manager or the designee of the City Manager, in consultation with the Director of Human Resources and concurrence of the employee, may reassign the employee to the restructured position and be reclassified accordingly, as long as the following conditions exist: (1) the employee retains virtually 100% of all his/her current job responsibilities (as described in the classification specification) and has performed these current responsibilities for at least one year; and (2) significant additional work responsibilities are added to the employee's present responsibilities which would warrant a classification change. This process will not be used in situations where a competitive selection process is more appropriate.