

ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

Number: 406
Sections: 1-8
Effective Date: June 9, 1986

SUBJECT: Employer Reclassifications

1. Purpose. To establish a limited, but orderly procedure for the reclassification of employees.
2. Authority. City Charter of Huntington Beach Section 401.
3. References. Huntington Beach Personnel Rules, Rule 12.
4. Application. This Administrative Regulation shall apply to all departments and employees of the City of Huntington Beach.
5. Definitions.

5.1 Classification. The process of identifying positions that are sufficiently similar in duties, responsibilities and minimum qualifications to permit combining them under a single classification title, and to permit application of common standards of selection and compensation. All positions within a class should be judged to make overall contributions which are in significant balance with compensation for such class.

5.2 Class Specification. A written description of a classification setting forth general factors and conditions which are characteristic or may be characteristic of positions in that classification.

5.3 Reclassification. When a change in position duties will be brought about by an anticipated or predetermined condition of employment (i.e. Police Recruit reclassification to Police Officer upon successful completion of the Police Officer Basic Academy) as described in the classification specifications and approved for that purpose by the Personnel Commission; the incumbent may be reclassified to the new classification identified in the class specification. Reclassification may also be used to identify an employee that transfers between related classification providing that both classifications are assigned the same salary range. Reclassification shall not be used for the purpose of avoiding personnel rules involving demotion or promotion.

5.4 Allocation or Reallocation of Positions. The process of establishing additional classifications and/or dividing, combining, altering or abolishing existing classifications assigned to the classification plan. Upon reallocation of a position, the incumbent shall not thereby gain status in the new class. Changes in status of the incumbent may be accomplished only in accordance with the personnel rules relating to layoff, transfer, demotion, promotion, or as authorized under 5.3.

6. Policy. The budget is the operating authority for the department. The department has the responsibility to operate within the parameters of authorized classifications by assigning duties and work which is limited to and consistent with those classifications. This means that



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work shall not be assigned beyond the requirements of those classifications and that the employee or supervisor shall not be allowed to expand the job duties except by following adopted procedures and after receipt of all required approvals. Each supervisor shall be responsible for seeing that this policy is adhered to.

If the department foresees the need to expand the employee's work assignment beyond the budget authorized classification, the department must first seek approval from the City Administrator before expanding the assignments beyond the classification requirements or before allowing the employee to expand such assignments.

The process of making such a budgetary change and the process of proposing a change consistent with a new budget must be compatible with the guidelines and responsibilities outlined in Administrative Regulation 409 (Position Allocation or Reallocation).

However, when a change in duties has been brought about due to a predetermined condition of employment, the Personnel Director may reclassify the incumbent along with the position. Since reclassification shall not be used for the purpose of avoiding restrictions surrounding demotions or promotions, the following conditions must exist to qualify for reclassification.

6.1 Reclassification Conditions.

6.1-1. The duties of a position can be anticipated to change.

6.1-2. This change was identified and brought about due to a predetermined condition of employment; i.e., reclassification of Police Recruit to Police Officer upon successful completion of the POST Basic Academy; or the change is identified and expected as a result of completion of required training or state mandated certification or license.

6.1-3. The previously identified condition of employment is defined in the classification specification for the position from which the reclassification is to occur.

6.1-4. The Personnel Commission has determined which positions or classifications are eligible for reclassification and to which classifications these may be reallocated; after taking into account the duties and responsibilities, qualifications, performance standards, and other related criteria.

6.1-5. Approval of the Personnel Director to assure the above conditions have been met and that the purpose of the reclassification is not to avoid restrictions surrounding demotions or promotions.

7. Responsibilities.

7.1 Departmental. The department head shall be responsible for identifying and recommending positions or classifications which could best be staffed utilizing this reclassification policy.

The department head shall obtain approval for the utilization of the reclassification policy prior to implementing or allowing the change to take place.

7.2 Personnel. Personnel shall evaluate the appropriateness of the position or classification proposed for reclassification.



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Personnel shall develop an overall recommendation concerning the appropriateness of the proposed reclassification to the Personnel Commission for Approval.

If approved by the Personnel Commission, the pertinent classification specification shall be prepared to designate the conditions allowing for reclassification.

7.3 Budget and Research. Budget and Research shall coordinate a review with Director of Finance to evaluate all reclassification requests to determine if funding is available.

7.4 Administration. Any budgetary change required as a result of reclassification action shall receive the approval of the City Administrator prior to the effective date of such reclassification.

8. Procedure.

8.1 The department will initiate action for the reclassification by preparing a Personnel Transaction Form in accordance with Administrative Regulation 401.

8.2 Personnel, upon receiving a reclassification transaction shall evaluate the request for compliance with the reclassification conditions in Section 6.1

8.3 Budget and Research shall review the transaction request in accordance with Section 7.3.

8.4 The City Administrator shall have final approval of all reclassification transactions.


City Administrator

