

ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

Number: 409
Sections: 1-8
Effective Date: June 9, 1986

SUBJECT: Position Allocation or Reallocation

1. Purpose. To establish an orderly procedure for the evaluation, authorization and implementation of changes in the classification plan. This includes the process of proposing departmental classification changes through the budgeting process, as well as mid-year classification changes.
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.
 - 5.2 Classification Plan. The development and maintenance of classification specifications for all positions assigned to a classification, to include a descriptive title and definition of duties and responsibilities.
 - 5.3 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 A.R. 406.
 - 5.4 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.
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 work limited to and consistent with those classifications. This means that work not be assigned beyond the requirements of those classifications and that the employee or supervisor not be allowed to expand the job duties.



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If the department foresees the need to expand duties beyond the budget authorized classification, the department must first seek approval from the City Administrator regarding such a potential budgetary position reallocation before expanding the assignments beyond the classification.

The process of making such a budgetary reallocation and the process of proposing a reallocation change consistent with a new budget must be compatible with the guidelines and responsibilities outlined in this regulation.

7. Responsibilities.

7.1 Departmental. The department proposing position classification changes to its budget shall be responsible for providing appropriate background information to justify this deviation from the budget (and should provide specific documentation as to why the change is necessary) and how the type of work and/or workload will change. Departments should consider the alternatives and/or consequences if the proposed change is not approved.

The department shall obtain approval for any change prior to implementing or allowing the change to take place.

7.2 Personnel. Personnel shall evaluate the appropriateness of the department's request and forward such information to the City Administrator to include:

7.2-1. An analysis of the duties and responsibilities of the position impacted by the proposed actions.

7.2-2. An overall recommendation as to the appropriateness of any position classification change.

7.2-3. If necessary, an analysis and recommendation as to appropriate salary ranges and amendments to the compensation schedule.

7.3 Budget and Research. Budget and Research shall evaluate any changes for compliance with the authorized budget and determine if funding is available for any proposed changes to that budget. Budget and Research shall evaluate and advise regarding the appropriateness of proposed actions that are at variance with the budget.

7.4 Administration. The City Administrator shall be responsible for authorizing any changes to the allocation of budgeted positions. The City Administrator shall be responsible for determining if such change requires Council action.

8. Procedure.

8.1 Department. The department will initiate action by way of documentation to respond to issues addressed in Section 7.1. The most appropriate time for proposing position classification changes is during the development of departmental budget proposals.

8.2 Personnel. Personnel, upon receiving a proposed position classification change, will evaluate the proposal according to Section 7.2.

8.3 Budget and Research. Budget and Research will review the proposal for approval in light of financial implications and may question the action as to appropriateness and procedural integrity. Budget and Research will submit a written recommendation to the City Administrator with copies to Personnel and the originating department.



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8.4 City Administrator. The City Administrator has the responsibility for approval. If approved, the Department will be informed in writing with copies to Budget and Research and Personnel.

8.5 Department. After approval by the City Administrator or Council, the appropriate authorization forms shall be prepared by the initiating department and submitted in accordance with Administrative Regulation 401.


City Administrator

