



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION <b>602</b>	SUBJECT <b>ESTABLISHMENT AND CLASSIFICATION OF POSITIONS</b>
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## **I. POLICY**

The Department of Human Resources is responsible for performing appropriate job reviews and recommending classification actions in the following circumstances:

- A. Establishment of additional position allocations in any department's budget (either in the budget process or at other times in the year; includes positions funded under a grant; includes part-time and temporary positions).
- B. Establishment of any new job classification or job structure in the Classification and Pay Plan.
- C. Significant change in responsibilities or level of work to any existing job, position or employee in any department that could affect the title, level or classification of the job or position.
- D. Departmental reorganization or reallocation of positions in any department's operating budget that would affect classification of any job, function or employee.

Approval of any new or changed job or position is required prior to advertising any opening or prior to effecting any personnel action.

## **II. CONSULTATION WITH THE DEPARTMENT OF HUMAN RESOURCES**

The first step in accomplishing any job review or classification action is consultation with the Department of Human Resources. The requesting Department Head or designated representative should confer with Human Resources staff to discuss the circumstances. Based on the individual circumstances, Human Resources will determine the appropriate course of action.

## **III. APPROVAL OF THE ASSISTANT CITY MANAGER AND CITY MANAGER**

Following initial consultation with Human Resources, the actions stated in Paragraph I above will require approval to proceed by the appropriate Assistant City Manager. The requesting department is generally responsible for presenting the desired action to the appropriate Assistant City Manager with accompanying justification for the change and a statement of costs and source(s) of funding.

Human Resources will recommend the priority of the request as well as provide preliminary information on what level of review is required and any other information related to the request. Upon receipt of the Assistant City Manager's approval to proceed, Human Resources will take appropriate action. Depending upon the circumstances, the Assistant City Manager may review the request with the City Manager prior to making a determination on the request.

AMENDS/SUPERSEDES SECTION 602, 12/22/95	REFERENCES	APPROVAL 
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## IV. JOB ANALYSIS

If the Department of Human Resources determines a job analysis is indicated, Human Resources will determine the appropriate level and scope of the analysis process, as well as the priority of the request. In conducting a job analysis, Human Resources may talk with incumbents and departmental management, issue questionnaires, review work samples and observe work. Based on all information, Human Resources will develop a job description, determine appropriate job status including exempt/non-exempt status and EEO category, and recommend job classification. Human Resources will process recommendations and coordinate required approvals.

## V. APPROVAL PROCESS

A. The Director of Human Resources is authorized to approve the following:


- Job descriptions, titles, requirements and standards
- Classification of position allocations that have been approved during the budget process or by the City Manager and additional allocations of positions already budgeted in the department and approved by the City Manager
- Classification of any new or additional temporary or part-time position and reclassification of an existing temporary or part-time position

B. The City Manager's approval is required for the following actions:

- Reclassification of existing job classifications from one grade to another
- Reclassification of existing positions from one job classification to another
- Classification of new jobs not currently in the Classification and Pay Plan
- Establishment and classification of additional position allocations

AMENDS/SUPERSEDES  
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REFERENCES

APPROVAL  




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## VI. OTHER

- A. Departmental management is encouraged to monitor jobs and positions and to consult with Human Resources when there are significant changes.
- B. The Department of Human Resources periodically conducts citywide studies of jobs and job structures.
- C. The Department of Human Resources systematically conducts pay studies of City jobs in order to advise on appropriate salary levels.

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