



ARTICLE II POSITION CLASSIFICATION PLAN

I. POLICY:

It is the policy of the Town of Selma to provide a complete inventory of all authorized and permanent positions in the Town service, and an accurate description and specification for each class of employment.

II. PURPOSE:

This policy establishes standardized job titles, each of which is indicative of a definite range of duties and responsibilities.

III. PROVISIONS:

The classification plan shall consist of:

- 1) A grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions.
- 2) Class titles descriptive of the work of the class.
- 3) Written specifications for each class of positions; and
- 4) An allocation list showing the class title of each position in the classified service.

The classification plan is to be used:

- 1) As a guide in recruiting and examining applicants for employment.
- 2) In determining lines of promotion and in developing employee training programs.
- 3) In determining salary to be paid for various types of work.
- 4) In determining personnel service items in departmental budgets; and
- 5) In providing uniform job terminology

Administration of the Position Classification Plan

The Human Resources Director shall allocate each position covered by the classification plan to its appropriate class and shall be responsible for the administration of the position classification plan. The Human Resources Director shall periodically review positions of the classification plan and recommend appropriate changes to the Town Manager.

Authorization of New Positions and the Position Classification Plan

New positions shall be established upon recommendation of the Town Manager and approved by the Town Council. New positions shall be recommended to the Town Council with a recommended class title, after which the Human Resources Director, with approval of the Town Manager, shall either allocate the new position into the appropriate existing class, or revise the position classification plan to establish a new class to which the new position may be allocated. The position classification plan, along with any new positions or classifications, shall be approved by the Town Council and will be on file with the Human Resources Director. Copies will be available for review to all Town employees upon request.

Request for Reclassification

Any employee who considers the position in which classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall immediately transmit the request through the Department Head to the Human Resources Director. Upon receipt of such request, the Human Resources Director shall study the request, determine the merit of the reclassification, and recommend to the Town Manager and Town Council a revision to the classification and play plan when necessary.

Policy adopted by Selma Town Council

Effective Date: November 14, 2000
Amended August 11, 2015

As of August 10, 2021, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.