

## **City Council Policy 3-2-1**

**DISTRIBUTION:** City Manager, All Departments

**SUBJECT:** **Classification Titles and Descriptions**

**PURPOSE:** As required by City Charter, this policy establishes the provisions for classifying positions within the non-unionized group of employees of the City of Muskogee.

**BACKGROUND:** Most occupations change over time, but the fundamental duties, responsibilities and qualifications required generally remain the same. Therefore, careful application of appropriate, established classification standards and guidance should result in correct classification decisions.

**POLICY/**

**PROCEDURES:** **Classification Titles and Descriptions**

### **A. Classification Titles**

A classification title is a descriptive name for tasks, duties, and responsibilities assigned to one or more individuals whose positions have the same nature of work performed at the same level. Classification titles are assigned to each classification description and describe the nature and level of work performed.

### **B. Classification Descriptions**

A classification description is a structured document assigning work to a given position as it is expected to be performed after customary orientation and training. The classification description contains a purpose of the classification, essential tasks, reporting relationships, qualifications, and working environment.

### **C. The Classification Process**

1. The classification process includes developing an accurate and adequate position description and determining the appropriate job title and grade level for the position being evaluated.
2. Determining the proper classification of a job requires an understanding of assigned duties, responsibilities, and qualification requirements, as well as the knowledge and ability to locate, select, understand and apply specific classification standards, criteria, and precedents to the position being evaluated. Care is needed to clearly identify and understand job requirements and the classification system to objectively and accurately classify positions.

3. Classification descriptions will be written by the Human Resources Department, after consultation with the appropriate department to determine all proper and required components of the position.
4. After the classification description is written and subsequently approved by the appropriate Department Director, the position will then be measured by the Human Resources Director for an appropriate grade. The fundamental factors measured in the grading process are based on:
  - a. Know how-the total of every kind of knowledge and skill required for acceptable job performance measured in practical/technical knowledge, planning, organizing and integrating knowledge, and communicating and influencing skills.
  - b. Problem solving-the intensity of the mental process which employs know-how to identify, define and resolve problems measured in a thinking environment (freedom to think), and thinking challenge.
  - c. Accountability-the effect of the job on end results measured in freedom to act, nature of the impact on end results, and the magnitude (area of impact) on end results.
5. After completion of each of the classification components, the classification description will be forwarded to the City Manager, or designee, for final approval.
6. Classification titles, descriptions and/or grades may be added or modified at any time as deemed appropriate by the City Manager or his/her designee.

**D. Classification Changes/Reclassifications**

1. Reclassifications shall be different than promotions. Reclassification shall be defined as a change in a classification and/or pay grade resulting from the following processes:
  - a. The present classification, title and/or pay grade does not adequately reflect the responsibilities of the position in relation to other City positions.
  - b. There is another classification and/or pay grade which is or can be more reflective of the position as evaluated from the standpoint of duties, responsibilities and requirements.
  - c. Those job elements which would justify a different classification and/or pay grade have come about gradually rather than through an abrupt reassignment or organizational change.

2. Prior to implementation of a revised classification title, grade or position description revision, the Human Resources Director or designee shall notify and discuss with the City Manager, or designee, the affected classification criteria and language.
3. Reclassifications shall be subject to approval by the City Manager or his/her designee.

REFERENCES: City of Muskogee Charter

EFFECTIVE DATE: 11/14, 2016

RESPONSIBILITY DEPARTMENT: Human Resources

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA, THIS 17 DAY OF November, 2016.

ATTEST:

Pamela S. Bates  
Pamela S. Bates, City Clerk  
(SEAL)



John R. Coburn  
John R. Coburn, Mayor

APPROVED as to form and legality this 29 day of November, 2016.

Roy D. Tucker  
Roy D. Tucker  
City Attorney