

# STANDARD PROCEDURE

## CITY OF WILSON

## PERSONNEL MANUAL

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Prepared By:	Policy Review Committee			Approved By:	Edward A. Wyatt City Manager

### 1.0 Purpose

To group positions within the City service in such a way that substantially similar positions are treated similarly with regard to personnel administration and to assure that the human resources of the City are effectively and efficiently organized and utilized to achieve the City's goals and objectives.

### 2.0 Policy

Each approved position within the city's service shall be assigned to a classification within the City's Classification Plan. Positions shall be grouped into classifications in such a way that positions included in each class are sufficiently similar in duties and responsibilities to warrant similar treatment in Personnel and Pay Administration.

### 3.0 Scope

All employees are covered by this policy.

### 4.0 Definitions

- 4.1 Classification: A position or group of positions having similar duties, responsibilities and qualification requirements which can be properly designated by one title indicative of the nature of work performed and which carry the same salary range.
- 4.2 Classification Plan: All approved classifications with their assigned pay grades and class specifications.
- 4.3 Class Specification: A written statement of the typical duties, responsibilities and qualification requirements of the positions included within the classification.
- 4.4 Job Description: A written description of duties, responsibilities, qualification requirements and supervision received and exercised by the incumbent.
- 4.5 Position: A group of duties and responsibilities requiring the full or part time employment of one person. Positions are assigned to classifications.
- 4.6 Reclassification: The reassignment of a position to a new or existing classification.

### 5.0 Rules/Procedures

- 5.1 The Personnel Director will be responsible for the administration and maintenance of the plan. Department heads will be responsible for bringing material changes in the nature of duties, responsibilities or working conditions affecting the classification of a position to the attention of the Personnel Director.
- 5.2 Classifications shall be added to and deleted from the classification plan upon the recommendation of the Personnel Director and approval of the City Manager.

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5.3 When a substantial change in the nature or level of duties and responsibilities of an existing position occurs, either the job description and class specification will be changed to reflect the new duties and responsibilities or the position will be reclassified.

5.4 Official classification titles must be used in all personnel, accounting and budgeting records and transactions.