




Santa Cruz Consolidated  
Emergency Communications Center

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COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE

Policy No: 1020  
Date Issued: December 1, 1993  
Date Revised:

APPROVED:

  
Board Chairperson

SUBJECT: CLASSIFICATION PLAN

1. The General Manager shall prepare and keep current a classification plan for all employee classes which:
  - 1.1 provides a continuous inventory of all positions.
  - 1.2 provides accurate job descriptions and specifications for each class.
  - 1.3 provides standard class titles reflective of a definitive range of duties and responsibilities.
2. The classification plan, and any new classifications added or existing classifications modified, shall be approved by the Board of Directors.
3. The classification plan shall consist of:
  - 3.1 The assignment of positions of approximately equal difficulty and responsibility into classes which are to be compensated within a given pay range.
  - 3.2 The establishment of class titles which describe the work of the class.
    - 3.2.1 Established titles shall be used in all personnel, budget, appropriation and financial records.

3.3 The establishment of class specification which describe and explain the essential and marginal functions of the class.

4. The General Manager shall be responsible for the continuous maintenance of a classification plan in such a way as it reflects the current duties of position and class to which each position is assigned.

4.1 Revision of class specifications and reassignments within the classification plan shall be made as often as necessary to provide current information relative to each position or class.

5. The General Manager shall submit to the Board a written description of duties whenever significant changes in the duties of a position, or a new position, is requested or recommended by the General Manager.

5.1 The Board shall approve, deny or amend the job description and assign or reassign the position to a class.

5.2 Specific Board approval is required in cases where an action taken in accordance with Paragraph 5.1 of this Policy requires a budget supplement.

6. A regular, full-time employee, or their designated representative, who considers their position as improperly classified may submit a written request for reclassification to the General Manager.

6.1 In the event that the General Manager recommends reclassification, the General Manager will submit a written description of duties to the Board.

6.2 In the event that the General Manager denies an employees' request for reclassification, the employee may appeal such a decision in accordance with Policy No. 1090 - Appeal and Resolution of Disputes.