



Approved by Garrett Evans
City Manager

Subject: Classification Series

Purpose:

To implement Personnel Rule 2.34 – Reclassification: The reassignment of a position by raising it to a higher class, reducing it to a lower class, or by moving it to another class at the same level as measured by a change in the kind, difficulty, and responsibility of the work performed. Movement within a class series is considered to be a reclassification.

Personnel Rule 2.8 Classification Series: The placement of two (2) or more classifications within a group where the classifications within the series perform similar types of job duties and are primarily distinguished by the level of responsibility and the complexity of the assigned duties.

Procedure:

The Human Resources Director is assigned the responsibility of recommending to the City Manager those classifications that should be assigned to a class series. (This includes adding and removing classifications from a class series.)

The City Manager is responsible for receiving the Human Resources Director's recommendations and accepting, denying, or modifying the recommendations. Such approvals are then forwarded to the Human Resources Director who shall maintain a current listing of classifications assigned to a class series.

Positions in this class are flexibly staffed and are normally filled by advancement to the next level once there is a departmental need, and the incumbent meets the qualification standards of the next level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the next level.

Class Series:

As of January 2025, the following classifications are assigned to a class series:

- A. Accountant I, Accountant II
- B. Accounting Technician, Senior Accounting Technician
- C. Administrative Analyst I, Administrative Analyst II, Senior Administrative Analyst
- D. Assistant Planner, Associate Planner, Senior Planner, Principal Planner

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- E. Building Inspector, Senior Building Inspector
- F. Assistant Engineer, Associate Engineer
- G. Code Enforcement Officer I, Code Enforcement Officer II
- H. Construction Inspector I, Construction Inspector II, Senior Construction Inspector
- I. Customer Service Representative, Lead Customer Service Representative
- J. Electrical Technician Apprentice, Electrical Technician, Lead Electrical Technician
- K. Environmental Health Specialist I, Environmental Health Specialist II
- L. Engineering Technician I, Engineering Technician II
- M. Financial Analyst, Senior Financial Analyst
- N. Housing Program Analyst I, Housing Program Analyst II, Senior Housing Program Analyst
- O. Human Resources Analyst, Senior Human Resources Analyst
- P. Information Technology Analyst I, Information Technology Analyst II, Senior Information Technology Analyst
- Q. Maintenance Assistant, Maintenance Worker I, Maintenance Worker II, Maintenance Lead Worker
- R. Office Assistant, Administrative Assistant, Administrative Specialist
- S. Payroll Coordinator, Senior Payroll Coordinator
- T. Permit Technician, Senior Permit Technician
- U. Police Forensic Technician I, Police Forensic Technician II
- V. Police Officer Trainee, Police Officer
- W. Police Records Technician, Lead Police Records Technician

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- X. Utility Maintenance Worker, Utility Lineworker, Utility Technician, Lead Utility Technician
- Y. Water Instrument Maintenance Technician I, Water Instrument Maintenance Technician II
- Z. Water Maintenance Mechanic I, Water Maintenance Mechanic II
- AA. Water Plant Apprentice Operator, Water Plant Operator
- BB. Water Quality Analyst I, Water Quality Analyst II

All other classifications are not assigned to a class series.