

City Of Hickory
Reclassifications and New Positions
Policy and Procedure

1. Policy

- A. The City Manager is responsible for the administration and maintenance of the position classification plan. The Human Resources Director and department heads are responsible for bringing to the City Manager's attention: 1) the need for new positions and 2) the need for the reclassification of existing position(s). Changes in the classification and pay plan normally will be effective with the budget in the new fiscal year.

2. Procedure (Initiated by Department)

- A. When the nature of duties, responsibilities, working conditions, or other factors have changed to the extent of affecting the classification of an existing position, the supervisor submits in writing to the department head specific reasons for a study of the position.
- B. After review of that information and if the department head agrees that the position requires study, the department head requests a reclassification study of the City Manager, specifying in the request the justification for such reclassification.
- C. Requests for new positions are handled as a part of the budgetary process, due in the City Manager's office prior to December 1 to be included in the budget document the following April. The department head notifies the City Manager in writing of his/her need for an additional position under an existing class in the city's classification plan in the department, including specific reasons for the addition in the request.
- D. Requests for reclassification(s) will be accepted from July 1 through December 1 by the City Manager. Upon his review of the department head's request, the City Manager may forward the information to the Human Resources Director with instructions to study the proposed position or reclassification.
- E. The Human Resources Department sends to the department head a position questionnaire to be filled out by the coworker in the position to be studied and by that coworker's supervisor. For new positions the individual requesting the position fills out the questionnaire. The completed position questionnaire is returned to the Human Resources Department.
- F. The Human Resources Department conducts a job audit with the coworker or the requesting individual and a survey of other departments and municipalities.
- G. Reclassification studies and analyses of new position requests will be scheduled as expeditiously as time and staff will permit. Studies of major occupational groups may require postponement until classification consultants can be budgeted. Priorities will be set by the Human Resources Department but may be reordered by the City Manager. Department heads should plan on at least thirty days for a review by the Human Resources Department.

- H. After analysis of pertinent data, the Human Resources Director makes a recommendation to the City Manager on the appropriate classification and pay grade of the position.
 - I. If the City Manager approves a change necessitating creation of a new classification, he submits such action to the city council as part of the annual pay plan recommendation.
 - J. Upon the approval of the City Manager, the Human Resources Director notifies the department head of that approval and the effective date of the change. The Human Resources Department maintains the file of approved amendments to the City's classification plan.
 - K. The effective date of the approved reclassifications and of new positions will normally be July 1 of the ensuing fiscal year.
 - L. Upon the City Manager's approval of the reclassification, the department head notifies the coworker of such approval and sends a completed Payroll Change Notice to the Human Resources Department for processing.
3. Procedure (Initiated by City Manager)
- A. The City Manager may perceive the need for a reclassification study of one or more positions and may instruct the Human Resources Department to perform that study. In such cases, the department head is notified of the work in process. Any classification changes made as a result of such studies normally will become effective on July 1 of the ensuing fiscal year.
4. Procedure (Initiated by Human Resources)
- A. The Human Resources Department may note in salary surveys or in studies requested by a department head that additional positions should be reclassified or job classes should be reallocated. Appropriate recommendations will be made to the City Manager. The department head is notified of any work in process


Mick Berry, City Manager