

POLICY NUMBER

APM-8-79

City of Miami

REVISIONS

REVISED
SECTION

DATE OF
REVISION

12-7-79
ISSUED BY:

CITY MANAGER



ADMINISTRATIVE POLICY

[Signature]
SIGNATURE

SUBJECT: UNCLASSIFIED POSITION REQUEST

PURPOSE: To delineate City of Miami policy with reference to requests for unclassified positions.

THE POLICY WILL BE AS FOLLOWS:

Effective when signed, this Administrative Policy will supersede all previous directives relating to requests for unclassified positions.

A. ALLOWANCES FOR UNCLASSIFIED POSITIONS

1. The unclassified positions referred to in this policy will include those listed as "assistants to department heads" and will not include heads of departments, members of the City Manager's personal staff, or positions otherwise indicated in Section 62, paragraph (1)(c) of the Charter.
2. Allocation of a position to the unclassified service will continue only as long as it serves the best interests of the City.
3. Each City department, agency, or office will have no more than five unclassified "assistants to department heads", as mentioned in Rule 1.2(c) of the Civil Service Rules and Regulations.

B. ASSIGNMENT OF RESPONSIBILITY

1. The department head will be responsible for submitting a written request for any position to be reviewed for appointment to the unclassified service.



2. The Director of Human Resources will be responsible for reviewing the request and making a recommendation regarding appropriate level of pay and inclusion in either the classified or unclassified service.
3. All requests and recommendations will be reviewed by the City Manager for final disposition.

A statement detailing the procedure to be followed for administering these requests will be issued by the Department of Human Resources.