

POLICY NUMBER

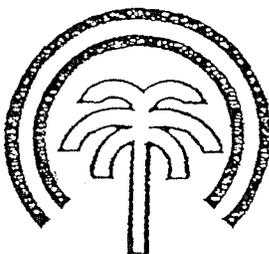
APM-6-79

August 23, 1979

ISSUED BY:

R. Grossie
SIGNATURE

City of Miami



ADMINISTRATIVE POLICY

REVISIONS

REVISED SECTION

DATE OF REVISION

SUBJECT: POSITION CLASSIFICATION POLICY

PURPOSE: To delineate City of Miami policy with reference to position classification.

THE POLICY WILL BE AS FOLLOWS:

Effective August 23, 1979, this Administrative Policy will supersede all previous directives relating to the Position Classification Plan.

The City of Miami Position Classification Plan provides for the classification of all positions in the classified and unclassified services of the City of Miami. The Director of Human Resources, under the authority of the City Manager, shall be responsible for classifying all positions, preparing class specifications, and maintaining the Classification Plan in accord with standards established in the existing classification system.

CLASSIFICATION OF POSITIONS

The Department of Human Resources shall evaluate all positions and determine the appropriate classification. This responsibility includes new positions, vacant positions, and occupied positions.

CLASS SPECIFICATIONS

The Department of Human Resources shall review and revise existing class specifications, establish new class specifications and abolish obsolete class specifications as job duties, job responsibilities, organizational structure and City programs are revised. Such review, revision, developing of new class specifications or abolishment of existing specifications shall be reviewed with the Labor Relations Office early in the process.

MAINTENANCE OF THE CLASSIFICATION PLAN

The Department of Human Resources shall review existing positions and job classifications upon request of other departments or on its own initiative.

DELEGATION

The Director of Human Resources is authorized to issue procedures necessary to implement this policy. The Director is also authorized to classify positions and to issue, amend or abolish class specifications subject to review by the City Manager. The Director of Human Resources shall refer all classification disputes to the City Manager for decision.