

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4.0

Subject: Classification

Effective Date: April 1, 1999

Approved by: Kyle Hayes | 05/01/2021
City Manager | Date

Chris Catalina | 05/01/2021
Personnel Director | Date

I. PURPOSE

The purpose of this policy is to ensure that jobs with similar duties, responsibilities and/or functions are organized into the appropriate classes or groups.

II. RULES/PROCEDURES

- A. A **reclassification** is the movement of a position to a higher salary grade.
- B. The department director may submit a request for a reclassification to the Personnel Department.
- C. The Personnel Department will review and recommend any changes in grades or classifications to the City Manager.
- D. The Personnel Department staff will take appropriate action to effect a reclassification or upgrade.
- E. The Personnel Department staff will review with the City Manager any request for reclassification or upgrade that is rejected or questionable prior to responding to the Department Director's request.
- F. The Personnel Department staff is responsible for collecting all necessary information required to prepare and maintain a viable salary grade/classification plan.
- G. The Personnel Department staff is responsible for reviewing positions and recommending any changes in grade or classification to the City Manager.
- H. The City Manager shall make the final decision on any position reclassification request.
- I. Any exception to this policy is subject to the approval of the City Manager.