

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Allocations & Classifications	Number: 22-18
	Effective Date: 10/17/2023
Departments Affected: All	Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References: Approved: Approved by City Council on: 10/17/2023

Overview: Classification Specifications are maintained by the Human Resources Department. When needed, a new Classification Specification can be created, or an existing Specification reclassified or revised to meet changes in the job duties. Finally, the Human Resources Department maintains a Position Allocation List for all approved Classification Specifications at the City of Red Bluff. This policy addresses the function of making changes to Classifications Specifications in the following order:

- Position Allocation List (PAL)
- Request for New Classification
- Request for Reclassification
- Request for Revision to Classification Specification

POSITION ALLOCATION LIST

Overview: The Human Resources Department provides for the maintenance of a Position Allocation List (PAL), which contains the number of positions which are allocated to each City Department by position classification as determined by the City Council.

Applicable to: All departments

Guidelines: The Human Resources Department shall maintain the PAL and a list of employees assigned to each allocation. Each allocation is assigned a unique position code and corresponds with the employee filling the position or the vacancy in the specific allocation.

Upon notification to the Human Resources Department, a vacant position in the PAL may be filled by a qualified person in the class in which the position is authorized.

City of Red Bluff
AP&P 22-18 Allocations & Classification Policy

Underfilling Allocations

In consultation with the Human Resources Department, an allocation may be filled on a substitute basis by the employment of qualified persons in a closely related class in the same or lower salary range. Underfilling may occur when there has been a recruitment process, but there are insufficient candidates qualified on the eligibility list from which to appoint. This may also occur for budgetary reasons or when there has been a change to an allocation and the current incumbent has not been reclassified. Underfilling of positions will be reviewed on an annual basis during the budget process to determine if a change to the allocation is appropriate.

Overfilling Allocations

Overfilling an allocation can be allowed under certain circumstances when a position is vacant from an extended leave of absence or other unforeseen event that leaves the allocation full but that allocated employee is not performing any job duties. An overfill allocation must be requested for approval by City Council and any employee hired in an overfill capacity must sign an understanding with the City that they would have no rights to the position once the originally allocated employee is able to return to full duty unless another vacancy occurs. An overfill employee will be placed on an Eligibility List and will remain on that list for the life of the list and offered a position if another vacancy occurs.

Limited Term (Sunset) Allocations

Limited Term or sunset allocations refer to working arrangements that are temporary or limited in term, based on special funding or the need of the employing department to complete a specific project. These positions require a "sunset" date in the PAL, indicating the anticipated project completion or end of funding. Employees in limited term positions are eligible for the same benefits as other City employees. Employees hired to work in sunset positions are considered temporary employees and do not have rights to other positions and are not guaranteed to have the assignment until the end of the sunset period. However, the department may offer the employee a permanent position in the same vacant classification during the sunset period.

Limited Term positions are listed as separate allocations in the PAL and must include a sunset date. The allocation will be deleted upon expiration of the sunset date unless the department requests an extension from the Council. This is usually done in the budget process.

Flexibly Allocated Positions

Flexibly allocated position status for a classification is for those classifications that are not considered stand-alone positions, but rather are classifications that can be held concurrently with another compatible classification within the Department. These flexibly allocated position classifications can either have a separate pay scale on the Salary Schedule or have Special Compensation pay as outlined in Gov. Code Section 20636 (c) (1-7). Flexibly allocated positions do not add any staff to the Department. Adding any flexibly allocated position would require the same process as adding any other classification through the budgetary process.

Flexible allocation position classifications will be notated as such on the PAL and on their respective class specifications.

City of Red Bluff
AP&P 22-18 Allocations & Classification Policy

Flexibly Staffed Positions

Multiple positions identified within a single allocation on the Position Allocation List (i.e. Account Clerk I & II) in which an employee may promote without the recruitment process, once they have met or exceeded the qualifications of the entry level position through fulfilling training requirements, licensing, or experience timeframes.

Flexibly staffed positions will only occupy one line on the PAL so as to allow promotions to proceed when the employee has met the requirements for promotion without having to change the PAL. For instance, a Maintenance Worker and Sr. Maintenance Worker will share the same line on the PAL, with the total amount of allocated spots for both classifications lumped together.

Dual-Fill of a Position

Dual-filling a position is generally appropriate when a single position classification, which is critical to department's day-to-day operations, is vacated or will be vacated through separation or use of leave at separation. The City Manager may approve a dual-fill position prior to the date of separation. The proposed duration of the dual-fill position may not exceed three calendar months. This supports the overall citywide succession efforts for knowledge transfer and workforce management.

A department requesting a dual-fill position must:

- Have received a written notice of retirement or resignation with the specific termination date from the incumbent which will be effective within the next twelve months.
- Conduct a competitive recruitment process to determine a successor to the position and follow City hiring practices in accordance with AP&P 22-14: Recruitment.
- Request to Dual-Fill the position from the City Manager, to include the length/duration of the dual-fill, budgetary implications, and a list of specific tasks/responsibilities expected to be fully transitioned by the outgoing incumbent and new hire during this period.

When dual-filling a position, the incoming employee is placed in the permanent allocation. The outgoing employee is placed in a limited term allocation with a sunset date that corresponds to their retirement/resignation date.

Adoption of PAL in Budget Process

Positions will be reviewed on an annual basis during the budget process to determine if any changes to the allocations are appropriate, including underfilled positions or positions that are vacant with no intention to fill.

Request for Changes to the PAL

The number and classifications specified in the Position Allocation List may only be modified as authorized by the Council.

Department Heads may identify a need to make an adjustment to their department PAL based on workload or funding. Adjustments may be made by either adding or subtracting positions currently allocated in the Position Allocation List. Department Heads should submit all requests to the Budget Committee in a manner that allows sufficient time for the Budget Committee's recommendation.

City of Red Bluff
AP&P 22-18 Allocations & Classification Policy

Within the numerical limitations of the position allocation list and the salary limitations established for each position, the City Manager may approve amendments to the PAL.

It is intended that PAL change requests are made in the budget process and for the department to include them in their budget requests. Those changes approved by the City Council in the budget will be effective the first full pay period in July.

Maintenance of the PAL

The Human Resources Department will update the PAL as approved by the Council and maintain records of such changes. Prior to the adoption of the final budget, any revisions made to the PAL over the budget cycle or anticipated for the adopted budget will be confirmed with the department.

REQUEST FOR NEW CLASSIFICATION

Overview: Department Heads may periodically identify a need to create a new position to address work not done previously in the department, resulting in the creation of a new classification. This is often the result of a reorganization or special project or assignment. The procedure listed below identifies the steps to submit a request for a new classification specification.

Applicable to: Department Heads or their designee.

Guidelines: Department Heads should submit all requests for changes to the PAL to the City Manager in a manner that allows sufficient time for the City Manager's recommendation and for the department to include in their budget requests. Those changes approved by the City Council in the budget process will be effective at the beginning of the first full pay period in July.

The Department Head, or their designee, shall submit a formal request to the City Manager with a detailed explanation and justification for the new classification. The budget should also address any budgetary implications, such as additional on-going costs for the current or subsequent years, funding sources, salaries, reduced expenses, cost savings, and new revenue. Upon review, the City Manager will have the authority to recommend the request.

The Department Head, or their designee, will work with the Human Resources Department to create acceptable classification specifications and agenda items.

City of Red Bluff
AP&P 22-18 Allocations & Classification Policy

The Human Resources Department is responsible for:

- Reviewing all requests received by the City Manager and determining if the classification specification and salary requested are appropriate when compared with other City of Red Bluff positions.
- Meeting with the applicable bargaining unit representative regarding the impact of the new classification prior to submitting the agenda item to the City Council for approval.
- Preparing the classification specification, agenda items, and resolutions for City Council approval, with assistance from the Department Head or designee.
- Updating the PAL, Salary Schedule, the applicable bargaining unit agreement, and range exhibits.

REQUEST FOR RECLASSIFICATION

Overview: Reclassification of a position may be warranted when there is a significant change to the work needing to be done in a specific department. This is often the result of a department reorganization. The change in duties must be so different in nature that the duties identified in the original classification specification no longer reflect the work needing to be done.

Applicable to: Department Heads or their designee

Guidelines: The incumbent of a reclassified position may be retained in the new position, providing they meet the new requirements, and upon recommendation from the Department Head. Department Heads who request to retain the employee in the reclassified position agree to waive a new probationary period. Employees transferred by this process to a lateral classification will maintain the same step and the same salary anniversary date in the new position. Employees who are reclassified to a higher or lower paying classification will be placed at a new step and salary anniversary date. Salary will continue to progress according to the Salary Schedule.

The Department Head, or their designee, shall submit a request to the Human Resources Department for a reclassification with a detailed explanation and justification for the change. The request should also address any budgetary implications, such as additional on-going costs for the current and subsequent years, funding sources, salaries, reduced expenses, cost savings, and new revenue. Upon review, the request will be forwarded to the City Manager, who will have the authority to recommend the request.

The Department Head or their designee will work with the Human Resources Department to reclassify the position.

The Human Resources Department is responsible for:

- Reviewing all requests and determining if the reclassification is appropriate.
- Obtaining approval from the City Manager.
- Creating the reclassification, with assistance from the Department Head.
- Working with the Department Head to make a determination whether or not an incumbent meets the minimum qualifications for the new position.
- Meeting with the applicable bargaining unit representative regarding the

City of Red Bluff
AP&P 22-18 Allocations & Classification Policy

impact of the reclassification prior to submitting the agenda item to the City Council for approval.

- Preparing the agenda items and resolutions for City Council approval, with assistance from the Department Head.
- Updating the PAL, Salary Schedule, the applicable bargaining unit agreement, and range exhibits.

REQUEST FOR REVISION TO CLASSIFICATION SPECIFICATION

Overview: Department heads may periodically identify a need to update an already adopted classification specification to more accurately reflect the work being done by a specific person in the position. This may be due to a change in compliance issues, equipment, technology, etc. The procedure listed below identifies the steps to submit a request for a revision.

Applicable to: Department Heads or their designee.

Guidelines: If revising the classification results in the requirement of significant additional skills, knowledge, or responsibility, a salary reclassification may be recommended instead of a revision under this Personnel Rule. If there is an increase in salary, incumbents will maintain the same step and the same salary anniversary date in the new range. Incumbents will not be required to serve a new probationary period. Salary will continue to progress according to the Salary Schedule.

Department Heads will review and compare current job duties and tasks to the approved Classification Specification. If changes are necessary, then work with the Human Resources Department to revise the Classification Specification. Every job classification should be reviewed for accuracy on a regular basis.

If there is no request for an increased salary, the Department Head, or their designee, shall work with the Human Resources Department to revise. If there is a request for a salary increase, the department head, or their designee, shall submit a request to the City Manager. The request should include a detailed explanation identifying the explicit need for the revision, including justification and budgetary implications.

The Human Resources Department is responsible for:

- Reviewing the request for revision, providing there is no salary increase.
- Preparing and maintaining the PAL, as well as all classification specifications.
- Preparing the agenda items and resolutions for City Council approval with assistance from the Department Head.
- Meeting with the applicable bargaining unit representative regarding the impact of the revision.
- Updating the PAL, Salary Schedule, and the applicable bargaining unit agreement.