



**CITY OF VISALIA PERSONNEL POLICY**  
**Policy #103**  
**Classification Plan**

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**I. PURPOSE**

This policy establishes a classification plan for all allocated positions.

**II. DEFINITIONS**

Class Specification

The Class Specification is the City's official job description identifying the representative duties, responsibilities, and employment qualifications of a job. Class specifications are explanatory but not restrictive. The list of duties does not preclude the assignment of tasks of a related nature or those requiring lesser skill.

Classification Series

A Classification Series consists of a grouping of two (2) or more job classes performing similar work, but at different levels of responsibility, difficulty, and pay. The Human Resources Division, with City Manager approval, may designate classifications within a series as flexibly allocated. Flexible staffing allows the appointing authority to hire at the lower level class in the series, provide on-the-job training, and to promote to the next higher level in the series once the employee achieves regular status and the full range of duties in the higher level position is being performed.

**III. POLICY**

A. Responsibility

All allocated positions are part of the City's classification plan established and maintained by the Human Resources Division.

The classification plan or major revisions of it will be effective upon action by City Council or City Manager. Minor modifications of the class specifications (job descriptions), necessary to maintain the plan by reflecting changes in duties of positions, may be made by the Human Resources Division.

B. Classification Plan

The City will classify all allocated positions according to the duties and responsibilities assigned to the position. Positions having similar duties and substantially equal levels of responsibilities will be placed in the same job classification, given the same job title, and compensated within the same salary range.

The classification plan includes a listing of the City's allocated positions and salary range structure and is included in the City's budget document.

C. Class Specification

All Class Specifications (job descriptions) will contain a title, illustrative examples of duties, and the minimum qualifications required to perform the work. Class specifications



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will include educational, training, and experience requirements. The content is illustrative and shall not be construed to be comprehensive or to limit the authority of department heads to direct and control the work of employees.

Class specifications will be prepared so as to encourage upward and lateral mobility of employees whenever possible. The Class Specifications constitute a guide for establishing minimum employment standards, evaluating the qualifications of applicants, and providing a basis for performance expectations. The title of the class will be the title of all positions in the job class and will be used on all official records. The City may use a working title for other purposes.

Class Specifications will be written and maintained by the Human Resources Division. Amendments to the class title and compensation shall only be modified by action of the City Manager or City Council.

**D. Reclassification**

When the duties, responsibilities, nature, and scope of a position have materially changed, the Human Resources Division may recommend changing the position to a more appropriate classification. Reclassification is not used as a means to adjust compensation. Reclassification procedure is identified in Policy #113 Changes in Assignment.

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