

## ARTICLE III. CLASSIFICATION

### A. The Classification Plan

1. Preparation: A Classification Plan, based upon and graded according to assigned work duties, responsibilities, and minimum qualifications shall be developed and maintained by the Personnel Director to standardize and assign all positions in the Classified Service of the City to the proper classification.
2. Adoption: Positions within the classes as approved by the City Manager and adopted by the City Council shall constitute the Classification Plan for the City of Independence, Missouri.
3. Amendment: The Classification Plan may be amended in the same manner as prescribed for preparation and adoption of the plan.
4. New Positions: A new position must be evaluated and assigned to the proper classification in the Classification Plan in the manner prescribed for amendment of the Classification Plan. This shall be done before the position is filled.

### B. Classification of Positions

Positions in the Classified Service shall be assigned a class in accordance with the character, difficulty, and responsibility of designated duties, range of experience and education required.

### C. Class Specifications

The Personnel Director shall maintain a master set of all approved class specifications.

Class specifications as prepared by the Personnel Director and approved by the City Manager shall constitute the official Classification Plan. Class specifications are not intended to contain a detailed analysis of all duties and responsibilities, but rather the types of duties and level of responsibility common to the class level and shall not be held to exclude others of similar kind or quality. Personnel Director shall maintain and audit the Classification Plan. Class specifications shall be open for inspection by employees during regular business hours.

### D. Reclassification of Positions

Positions, the duties of which have been substantially modified to require a change in classification, shall be assigned to a more appropriate classification, whether new or already created, in the same manner as originally classified and allocated. Reclassification shall not preclude rules governing promotion or demotion.

The Personnel Director shall periodically review and audit all positions to determine

that permanently assigned job duties and responsibilities are described in the current class specification. If a discrepancy is revealed and a title change or other action is deemed appropriate, the Personnel Director shall make recommendations to the City Manager for approval and action by the City Council.

Department directors shall immediately report to the Personnel Director any and all significant, permanent changes in the duties or responsibilities of positions in their departments.

Also, any specifications, as approved, may be subject to change predicated by City needs or Federal requirements.

Incumbents shall be notified of any changes made to their class specifications. Changes to class specifications shall not adversely impact any incumbents.