**ARTICLE II. POSITION CLASSIFICATION PLAN**

**Section 1. Purpose**

The position classification plan provides a complete inventory of all authorized and permanent positions in the Town service, and an accurate description and specification for each class of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities.

**Section 2. Composition of the Position Classification Plan**

The classification plan shall consist of:

1. A grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
2. Class titles descriptive of the work of the class;
3. Written specifications for each class of positions; and
4. An allocation list showing the class title of each position in the classified service.

**Section 3. Use of the Position Classification Plan**

The classification plan is to be used:

1. As a guide in recruiting and examining applicants for employment;
2. In determining lines of promotion and in developing employee training programs;
3. In determining salary to be paid for various types of work;
4. In determining personnel service items in departmental budgets; and
5. In providing uniform job terminology.

**Section 4. Administration of the Position Classification Plan**

The Town Manager, assisted by the Human Resources Officer, shall allocate each position covered by the classification plan to its appropriate class, and shall be responsible for the administration of the position classification plan. The Town Manager shall periodically review portions of the classification plan and make minor revisions to insure that classifications accurately reflect current job duties and responsibilities. The Town Manager shall also periodically review the entire classification plan and, when needed, recommend major changes to the Town Council.

**Section 5. Authorization of New Positions and the Position Classification Plan**

New positions shall be established upon recommendation of the Town Manager and approval of the Town Council. New positions shall be recommended to the Town Council with a recommended class title. The position classification plan, along with any new positions or classifications, shall be approved by the Town Council and on file with the Human Resources Officer. Copies will be available to all Town employees for review upon request.

**Section 6. Request for Reclassification**

Any employee who considers the position in which classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall immediately transmit the request through the department head to the Human Resources Officer. Upon receipt of such request, the Human Resources Officer shall study the request, determine the merit of the reclassification, and recommend any necessary revisions to the classification and pay plan to the Town Manager. The Town Manager will respond to this request within ten working days.

Department heads are responsible for identifying changes in job duties that may result in a position being miss-classified and making the Manager aware of the need for a review of the position classification.