



CITY OF DUBLIN

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

**ADMINISTRATIVE ORDER 2.45**

**TO:** All Department/Division Heads

**FROM:** Timothy C. Hansley, City Manager

**SUBJECT:** Classification Plan

**DATE:** July 12, 1995

**Supersedes and replaces Administrative Order 2.45 dated 10/03/94 regarding same subject.**

**I. INTRODUCTION & PURPOSE**

Attached is the most up-to-date version of the City "Classification Plan" for your reference and information. The original version of this "Plan" was adopted in the early 1980's by Administrative Order of the City Manager, in accordance with Section 163.04 (h) of the Dublin Codified Ordinances. However, as we all are aware, the explosive growth in staffing (250%) the City has experienced over the past six (6) years, and the critical need to hire staff in the most expedient manner possible, has resulted in the lack of complete formal job descriptions for certain classifications as well as the need to revise others. In an effort to provide Department/Division Heads with the most up-to-date classification plan possible, the following version is hereby circulated for your reference. Although there are certainly revisions yet to be made, this provides a foundation from which to continue the revision process.

As stated in Section 163.04 (g) of the Codified Ordinances, no classification plan is static. The intent of such a "plan" is not to fix positions permanently in the classes to which they were originally assigned regardless of changes in the organization, duties or responsibilities. Changes in the organization and duties invariably occur and the organization's classification plan should adapt to the changing needs and conditions of the organization. Such changes often include the implementation of new services and the expansion of existing services, functions, operations, and activities. As functions, operations, and services change, positions evolve to respond to such changes. Appropriate procedures do exist to address such evolutionary changes in job duties, which permit the reallocation (reclassification) of positions within the "Classification Plan." This procedure is specifically discussed in Section III. of this Administrative Order.

**II. COMPOSITION OF CLASSIFICATION PLAN**

In accordance with Section 163.04 (c) of the Dublin Codified Ordinances, the "Classification Plan" shall consist of the following items specified in paragraphs A. and B. below, and may also include the items specified in paragraph C. also below:

- A. Job descriptions for classifications in the classified service, the form and general content of which are specified in Section 163.04 (c) (a) A. through D. of the Codified Ordinances;
- B. A listing, by Department, of authorized strength and the title of the class to which the position is allocated; and,
- C. An addendum providing job descriptions for classifications in the unclassified service.

**III. REVISIONS TO JOB DESCRIPTIONS/REALLOCATION OF POSITIONS WITHIN THE "CLASSIFICATION PLAN"**

In accordance with Section 163.04 (g) of the Codified Ordinances, the creation and revision of job descriptions and the reallocation of positions within the "Classification Plan" shall be made as follows:

- A. The City Manager shall direct the Personnel Director to study the duties and responsibilities and other classification factors of each newly created position and, on the basis of such study, place the position in the appropriate classification.
- B. Department/Division Heads shall report changes in the duties and responsibilities of a position to the City Manager. They shall then recommend and request any appropriate changes in Job Descriptions. It is the responsibility of the Department/Division Heads to implement existing job Descriptions and those changes in Job Descriptions approved by the City Manager. If changes become permanent and of such a nature to require it, the position may be reallocated to the appropriate classification.
- C. At the request of a Department Head, the Personnel Director, or any employee, or on his own initiative, the City Manager may review the duties of any position, and, if warranted, may establish, combine or abolish classifications as necessary, in his discretion.

The above procedures identify the conditions under which Job Descriptions will be revised or positions may be reallocated. Department/Division Heads are hereby reminded that it is their responsibility to implement job descriptions as approved and

to not arbitrarily assign duties/responsibilities associated with other classifications, especially higher level classifications.

**IV. FUTURE REVISIONS**

The attached "Classification Plan" will be revised as often as necessary by the Director of Personnel. As revisions take place, they will be circulated to each Department/Division Head. Any questions or concerns you may have regarding the attached "Plan" or the continued revision of the "Plan" should be directed to the Division of Personnel & Purchasing.

Attachment