

**A. Statement of Purpose**

To establish a process for classifying and reclassifying positions within the City's pay plan.

**B. General Policy**

1. The City of Waco utilizes a comprehensive point factor system as the driving force behind its Position Classification and Pay Plan (non-civil service employees).
2. The system includes two sets of compensable factors.
  - a) System A applies to exempt job classes and includes nine point factors including knowledge, experience, organizational control, human relations, planning, complexity and working conditions.
  - b) System B applies to non-exempt job classes and includes eight point factors including knowledge, experience, organizational control, human relations, responsibility, authority exercised, complexity, and working conditions.
3. Compensable factors are measurable qualities, features or general requirements common to many different kinds of jobs in the City of Waco.
4. Each compensable factor has distinct levels, and quantitative differences exist for each level.
5. Each job class in the City is evaluated utilizing a point factor job evaluation methodology in an effort to determine the internal worth of all non-civil service job classes.

**C. Letter of Justification**

1. A detailed letter of justification is required to provide insight into the department's reclassification request. The justification letter should be from the appropriate Management Team member and addressed to the appropriate City Management staff member (Assistant City Manager or City Manager). The letter of justification should be signed by both parties.
2. The letter of justification should also include detailed cost data and budget implications.
3. Reclassification requests involving incumbents require written documentation describing how the incumbent(s) meet(s) the education and experience requirements of the position slated for reclassification.

4. If the department is requesting a reclassification salary increase (salary may be increased up to 10% should the request be approved), a written justification should be provided with support documentation.
  - a) Reclassification salary increases will be reviewed by the Executive Team and will only be approved for cases involving major changes in responsibility.
  - b) Increases should also take into consideration each employee's progress regarding the Expectations Document.

**D. Job Description Questionnaire**

1. The Job Description Questionnaire should be completed by the department, if necessary (NOTE: Allocation issues do not require a questionnaire if there is no question regarding the job classification the position in question should be placed within).
2. The Job Description Questionnaire requests information regarding the job's essential functions, physical demands, job requirements, guidance received and decision-making authority.
  - a) Each section of the questionnaire should be completed prior to processing by Human Resources.
  - b) The form requires signatures by the employee, supervisor, and department director prior to being reviewed by Human Resources.

**E. Organization Charts**

1. Detailed organization charts highlighting how the new or reclassified position currently fits within the assigned department, and how it fits within the proposed organization structure, must be included in the request.
2. The organization chart must be initialed by the Management Team member submitting the request prior to the review by Human Resources.
3. Organization charts are particularly critical in the analysis of major departmental reorganizations.
4. The Executive Team's "rule of three" will be considered in all cases which ensures that no more than three levels of supervision exist from the first-line supervisor through the department director level; exceptions will be considered in cases involving large departments.

**F. Expectations Document(s)**

1. The department is responsible for completing new or revised Employee Expectations Document(s), if applicable, once the Executive Team renders a final decision.
2. Once completed, the Expectations document(s) should be forwarded to Human Resources. These documents are maintained on the S-drive by Human Resources.

**G. Routing Of Request**

1. Once completed, the department is responsible for forwarding the reclassification packet (justification letter, job description questionnaire, organization chart, and Expectations Document) to the department's designated Assistant City Manager or City Manager (packets for departments with council appointees must also be submitted to the City Manager for review).
2. If the ACM or City Manager approves the request for formal review by Human Resources, the signed document will be forward to Human Resources (if the request is tabled by the ACM or City Manager, the packet will also be forwarded to Human Resources after informing the originating department).

**H. Role Of Human Resources In Review Of Request**

1. Visits the department for an on-site interview, if necessary, to confirm/validate the information provided relative to the request.
2. Reviews key related resources (historical listing of City reclassifications, listing of job classes by pay range, point profile listing, point factor definitions and FLSA guidelines), as necessary.
3. Conducts salary survey of the position or reviews existing survey data if external equity issues exist; the salary review will focus on the position as it relates to the City of Waco's existing set of peer cities.
4. Prepares and delivers Human Resources' recommendation to the Executive Team.

**I. Final Decision**

1. The Executive Team reviews requests during its regularly scheduled meetings and renders a final decision (City Manager signs documentation provided by Human Resources).
2. The City Manager forwards the approved/signed document to Human Resources for processing.

**J. Department Notification**

1. Departments will be notified of the City Manager's final decision in a timely manner by Human Resources. The notification will also include information regarding new job numbers and/or position authorization numbers, if applicable.
2. It is the responsibility of the department to submit the appropriate change of status documentation to Human Resources for processing after being notified of the final decision.



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Larry D. Groth, P.E., City Manager  
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