

Human Resources

Procedure for New/Revised Job Descriptions and Proposed Range Changes

Date of Request: _____ Bargaining Group: _____

Job Classification: _____

Request for (mark all that apply):

- _____ 1) Request to add new job classification
- _____ 2) Request to modify current job classification
- _____ 3) Request for modification of salary range for job classification

- Departments will submit all documentation to Human Resources thirty (30) days before staff reports are due to City Clerk's Council Agenda deadline.
- Documentation should be in track changes in City Council format.
- Human Resources will review all documentation
- Human Resources will forward to respective labor group for review and comments.
- Human Resources will advise department if any modifications need to be made.
- Once Human Resources and labor group have provided the respective department clearance to proceed, the department may submit job description, staff report and resolution to City Clerk for Council agenda.