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|  | TOWN OF PARADISE VALLEY | | |
| | Administrative Policy | | |
| Title: CLASSIFICATION PLAN | | Policy No. AP-06.1 | |
| Policy Owner: Gina Monger, Human Resources Director | | Approved By: Andrew Ching, Town Manager | |
| Authorized By: <i>Chapter 6: Classification, Town Employee Handbook</i> | | Revision History: None | Effective Date: 06/23/2024 |

1. PURPOSE

- 1.1. This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 6: Classification of the Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.
- 1.2. The purpose of the classification plan is to establish a systematic method of objectively and accurately defining and evaluating the duties, responsibilities, education, and authority level of all job classifications. The classification plan is intended to maintain a competitive classification/compensation program in order to attract, retain, and motivate employees in the Town. Employees are assigned to a job classification for which they qualify.

2. POLICY

- 2.1. The compensation or salary range for each job classification will be competitive, fair and will reflect the relevant job market. The provisions for the positions of Town Manager and Town Attorney will be established separately from this policy by the Town Council.
- 2.2. The classification must be maintained and updated on a regularly scheduled basis. Job studies are utilized based upon Council direction, organizational need, employee turnover, and market competitiveness.
- 2.3. The Town will utilize a position management system to include the number and type of each position authorized by the budget. Every fiscal year in accordance with the Town's budget process, each department will be authorized a specific number of full-time equivalent (FTE) positions based upon authorized staffing levels, budgetary requirements and limitations, workload, and service demands.

3. JOB DESCRIPTIONS

- 3.1. Accurate job descriptions provide a description of the essential functions or typical duties associated with a job classification. In addition, they also outline the minimum qualifications, the required knowledge, skills, and abilities, the Fair Labor Standards Act (FLSA) status, distinguishing characteristics, reporting relationships and work environment/physical demands for each position. Positions requiring special licensing or requirements will include such statement. Position descriptions intended to be descriptive of the key responsibilities and will not identify every possible task or assignment expected of the position.
- 3.2. Positions are grouped into job classes/families based upon similar duties and requirements to be able to identify internal equity issues and/or other position or personnel discrepancies.
- 3.3. Specialized positions may be subject to further education, training, licensing, or experience requirements.

- 3.4. Job descriptions are descriptive only and are not restrictive in nature. Supervisors may assign different tasks to a position when the duties are similar in kind and responsibility.
- 3.5. Job descriptions will be periodically reviewed and updated. Supervisors and department directors are responsible for the accuracy of their assigned job descriptions and for providing updated job descriptions to incumbent employees. Changes to job descriptions will be vetted through Human Resources.

4. RECLASSIFICATIONS

- 4.1. Internal job classification reviews may be requested by a department or initiated by Human Resources. If Human Resources recommends changing a position's classification to a different organizational level, a different salary range, and/or a change to the assigned FLSA designation (exempt or non-exempt) it is considered to be a reclassification and will be approved by the department director and the Town Manager/designee.
 - 4.1.1. Jobs may be reclassified to a current job classification or to a newly established classification, whichever is deemed most appropriate by the market competitiveness and comparators.
 - 4.1.2. Supervisors and department directors are responsible for ensuring employees are not regularly assigned work that is outside of the scope of their position. Employees will not be assigned work for which they are not otherwise qualified to perform.
 - 4.1.3. Reclassifications are not subject to the grievance procedure and are not appealable to the Personnel Appeals Board.

5. PAY RANGES


- 5.1. Pay range assignments are determined based on duties, responsibilities, education, applicable work experience, market analysis, and internal equity. Equivalent job classes are placed in the same pay range (minimum to maximum) and are assigned a pay range number.
- 5.2. The pay ranges were constructed with a 33% spread from minimum to maximum and a 5% differential between each pay range. Police Department sworn positions, defined as positions that must meet and maintain Arizona Peace Officer Standards and Trainings Board (AZPOST) certification, may have an alternate range spread and differential. All active job classifications are assigned a pay range in the compensation schedule.

6. MARKET COMPETITIVENESS AND COMPARATORS

- 6.1. To seek and maintain market competitiveness for job classifications that are substantially similar in duties and responsibilities, the Town will primarily use the primary labor markets identified in *Appendix A* of this policy. This list may be modified or updated as appropriate to the labor market conditions and/or at the Town's discretion.
- 6.2. Other comparators may be used where information from the primary labor market is considered insufficient to attract/retain specific positions or classification groups. In all instances, for benchmark jobs, information for an assessment of pay competitiveness will be ascertained through reliably published compensation survey data.
- 6.3. The Town may use a third party to assess its compensation and classification policies for market competitiveness.

7. REFERENCES

Appendix A: Designated Arizona Labor Market Comparators

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CURRENT LIST OF COMPARATORS

1. Chandler
2. Gilbert
3. Glendale
4. Mesa
5. Peoria
6. Scottsdale
7. Tempe