



**CITY OF MARSHFIELD, WISCONSIN  
POLICIES AND PROCEDURES**

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CHAPTER: Classification

SUBJECT: Position Classification Plan

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**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

I. Purpose

- a. The purpose of the position classification plan is to bring together those positions, which are basically similar in their level of responsibility, as reflected by the decision-making requirements of the positions. Because all jobs require incumbents to make decisions in order to perform their jobs, decision-making is a logical and equitable basis on which to compare jobs within the City organization. As such, positions, which are identically classified, will command the same general level of compensation, except where market conditions warrant a market contingency adjustment, in which case certain jobs may, by action of the Common Council, be paid at a slightly higher level than the classification would suggest.
- b. The position classification plan provides an essential basis for the development and maintenance of an equitable, non-discriminatory compensation plan. Additionally, the position classification plan has other valuable uses in various of a personnel program as follows:

1. Delineates lines of promotional and career advancement opportunities by identifying career ladders above entry-level positions;
2. Provides supervisors with a means of analyzing areas of responsibility, lines of authority, and other relevant relationships between individual positions and groups of activities;
3. Provides management and policymakers a useful diagnostic tool by uncovering significant inequities and weaknesses in the organization's structure and decision-making processes;
4. Establishes education and experience qualifications for employee selection; and
5. Provides a basis for developing objective, job-related standards of performance evaluation.

## II. Policy

- a. The City Administrator's Office shall develop and be responsible for maintaining both Position Classification and Compensation plans for all non-represented personnel of the City of Marshfield, excluding those personnel under the administrative control of the Library Board and the Community Development Authority.
- b. The City Administrator will periodically review the classification plan to verify that it is current.
  1. New Positions: Whenever new position titles are proposed, a Job Evaluation Committee will recommend classification for such new positions to the Finance, Budget, and Personnel Committee and the Common Council. The Job Evaluation Committee shall be comprised of five members and convened by the City Administrator. The five-member committee will include two aldermanic representatives - one from the Finance, Budget, and Personnel Committee appointed by the committee chairman and another from the Board of Public Works appointed by the chairman. In addition, the committee will include two local human resource directors or compensation specialists, and the City Administrator or his designee.

To determine a recommended placement of a new position within the classification hierarchy, department directors requesting new positions will submit the following information to the Job Evaluation Committee:

- a. A completed position description questionnaire that outlines the major duties, responsibilities, knowledge, skills, and ability requirements, reporting relationships, and working conditions of the proposed position; and
- b. A draft position description that summarizes information from the

questionnaire.

The responsibility of the Job Evaluation Committee is to recommend a job classification to the Common Council, through the Finance, Budget, and Personnel Committee. The Common Council, through the annual budget process or through amendment of the annual operating budget, shall have the sole authority to authorize such new positions.

2. **Reclassification of Current Positions:** Whenever a significant change is made in the duties and responsibilities of a position to the extent that the level of decision-making in the position is appreciably changed, a department/division director may request that the classification of the position be reviewed and adjusted. To determine the appropriate placement of the position within the classification, the incumbent must complete and submit a position description questionnaire that outlines the major duties, responsibilities, knowledge, skills and ability requirements, reporting relationships, and working conditions of the position and forward it to his/her supervisor for review.

If the supervisor agrees with the incumbent's questionnaire, he/she will indicate agreement and forward the questionnaire to the City Administrator. If the supervisor disagrees with the incumbent's questionnaire, he/she will discuss the contents of the questionnaire with the incumbent and either reach agreement on its content or acknowledge disagreement on specific information prior to forwarding the questionnaire to the City Administrator.

In either case, the City Administrator shall convene the Job Evaluation Committee to review the questionnaire, conduct an interview of the incumbent and his/her supervisor, and then make a recommendation to either adjust the classification (i.e. band, grade, subgrade) of the position or retain the existing classification of the position.

Such recommendation of the Job Evaluation Committee will be made to the Finance, Budget, and Personnel Committee, which shall ultimately forward its decision to the Common Council for final action.

The composition of the representatives on the Job Evaluation Committee shall change each year, so as to ensure continuity and consistency in job evaluation yet periodically infuse the committee with new perspectives from new committee members. On an annual basis, the City Administrator shall submit a list of recommended committee members to the Finance, Budget, and Personnel Committee for approval. No employee shall serve more than three (3) consecutive years on the Job Evaluation Committee.

### III. Definitions

- A. **Position:** Sometimes referred to as a job, a position is a unique collection or body of tasks, duties, and responsibilities. A position is distinguished from the incumbent who holds the position. In a position classification system, the position is classified - not the employee. Recognition of the incumbent's performance is a

function of the pay plan rather than the classification plan.

- B. Classification Plan: An index of position/job titles and the allocation or assignment of each position to a specific band/grade/subgrade within such plan.