

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	<b>Compensation and Benefits</b>
Standard:	<b>POSITION CLASSIFICATION PLAN</b>
Section #:	<b>C-1</b>
Effective:	June 24, 2008

See Also:	Base Compensation Program; Accommodation of Disabled Applicants/Employees; Personnel Actions
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### ***GENERAL STANDARD***

The Authority's position classification plan is established by the President/CEO in accordance with budget and other consideration approved by the Board of the San Diego County Regional Airport Authority. The plan is maintained by the Director, Human Resources, to ensure all plan provisions are standardized and uniformly categorized; to the extent possible and in compliance with all applicable federal and state law. Accurate, comprehensive classification specifications are fundamental to maintaining a comprehensive Authority-wide position classification plan and provide essential information for such human resource management functions as recruitment, hiring and promotion, compensation administration, employee development and training, and performance management and evaluation.

### ***DEFINITIONS***

**A Class** consists of all positions sufficiently similar in duties, authority, responsibility and working conditions to permit grouping under a common title and applying common standards of selection, promotion and compensation.

**A Position** is a group of duties and responsibilities assigned to one employee.

**A Class Specification / Position Classification** ("class spec") is a summary of the most important features and general duties of a position or group of positions, regardless of the assigned location in the organization, that are so alike in duties and responsibilities and associated work demands they have the same descriptive title and require substantially the same qualifications.

Class specifications include:

- Class purpose
- Distinguishing characteristics
- Essential responsibilities (or functions)
- Other responsibilities
- Knowledge, skill and experience requirements
- Exempt/nonexempt status under FLSA

***Essential responsibilities (or functions)*** are job functions that meet one or both of the following criteria:

- The job exists to perform the function. For example, a word processor operator must be able to perform word processing at the Authority's required level of speed and accuracy.
- The functions and accountabilities require a significant proportion of employees' work time and meet other criteria established by applicable law and regulation.

### ***SPECIFIC STANDARDS***

- ❑ A class specification is required for all positions. Class specifications generally are reviewed annually during the employee performance planning process to ensure the class specs remain up-to-date. Managers should notify a representative of the Human Resources Department of any needed changes.
- ❑ When position duties change or new positions are created, new descriptions (class specs) and requests for job analysis studies are to be initiated promptly.

All class specifications contain the following information:

- **Class Purpose** - a brief statement of why the position exists and what it is expected to accomplish.

- **Distinguishing Characteristics** - those functions, responsibilities and other dimensions that distinguish between related classes in a class family or hierarchy.
- **Essential Responsibilities** (or Functions) - those functions and responsibilities that meet the criteria listed in the Class Purpose.
- **Other Responsibilities** - those functions and accountabilities that are performed less frequently or that do not meet the criteria for essential functions listed under the Class Purpose above.
- **Knowledge, Skills and Experience Requirements** - the minimum knowledge, skills, abilities and education and/or experience generally required to perform competently in a position within the class.
- **Exempt or Non-Exempt Status** - a designation indicating whether the positions in the class are to be treated as exempt or non-exempt from the overtime requirements of the Fair Labor Standards Act.

Class specifications are not intended to include or detail every task an employee in a class may be asked to perform. The Authority reserves the right to assign employees position-related tasks to perform which are not listed in their class specifications.

Note: Class specifications may be changed at any time at the Authority's sole discretion.

### ***GUIDELINES***

Human Resources Department staff will assist managers in reviewing and updating class specifications for all Authority classes periodically.

It is the Authority's intent to establish broad classes, to the extent appropriate, to balance workload assignments, respond effectively to changes in workload and

other Authority demands, and to provide employees opportunities for growth and development in their positions.

## **PROCEDURES**

All Authority positions are assigned to a *class*.

A *class* includes all positions that are of such similarity with respect to duties and responsibilities that the same title, qualifications, tests of fitness and compensation level are appropriate.

Changes in assigned position responsibilities:

When a position's duties, functions, and/or responsibilities have changed significantly, are anticipated to change significantly, or a new class or position category is proposed, managers must contact a representative of the Human Resources Department to determine the need for a job study. Employees may also submit written requests to the Director, Human Resources to conduct a job study when they believe changes to their assigned responsibilities warrant review.

The Human Resources Department staff reviews changes in the existing position content and the proposed duties and responsibilities of planned new positions.

This review, for example, may include an analysis of the manager's draft job description changes and justifications for reclassification.

In conducting classification studies and audits, the Human Resources Department staff works with managers and employees to determine a position's essential functions and associated physical and mental demands. This activity conforms with applicable federal and state law. For further details regarding the determination of essential functions, see the ***Accommodation of Disabled Applicants and Employees*** Standard.

- If the position's duties and responsibilities have changed sufficiently to require reclassification, the Human Resources Department staff will reassign the position to an existing class or recommend the adoption of a new class that appropriately

reflects the position's duties, responsibilities, and contributions to the Authority.

- The Human Resources Department staff shall document the basis for the decision and notify the manager of the classification study results.
- If the manager or employee is dissatisfied with the study results, s/he may provide any additional information regarding scope, impact, level of complexity, or independence of action and responsibility which the manager or employee believes warrant a different classification.

The Director, Human Resources recommends the adoption of new classes/class specifications and the reassignment of existing positions to other classes. Recommendations must be reviewed and approved by the Vice President, Administration.

When recommending the adoption of new classes, the Director, Human Resources also recommends assignment of the *class spec* to a salary range. This recommendation is based on multiple factors that reflect the *class spec*'s relative contribution to the success of the Authority and the demands placed on the incumbent. (See **Base Compensation Program** Standard)

Any issues of internal equity raised by the proposed compensation range assignment of the new class relative to the salary range assignments of other existing related and/or comparable classes are to be raised and addressed as a part of the Human Resources staff's report and recommendations.

The Human Resources staff and the manager determine who will draft the initial class specification. Once the *class spec* is drafted, the Human Resources staff reviews it with the manager to verify completeness and accuracy and to ensure that the assessment of essential functions is appropriate. The incumbent(s) also may review the draft *class spec*, if appropriate.

Specifications for management-level positions are provided to the appropriate division Vice President and also may be provided to the President/CEO for review.

Reassignment of a position or adoption of a new class generally is effective on the first day of the payroll period next following the date on which the classification decision was approved.