

Job Classification Plan

Number: C-1

Revision:

Revision Date: 07/01/2017

1.0 POLICY

Each budgeted position is assigned to a standard job class within the Town of Carolina Beach's official Classification and Pay Plan

2.0 PURPOSE

Positions are categorized into job classifications according to duties and responsibilities to ensure similar treatment in personnel and pay administration.

3.0 SCOPE

This policy applies to all budgeted positions of the Town.

4.0 DEFINITIONS

- 4.1 Position - A unique budget allocation to which an established set of duties and responsibilities (job) is assigned.
- 4.2 Job Classification - A group of positions in which subject-matter of work, level of difficulty and responsibility, and qualification requirements are sufficiently similar to warrant allocation to the same salary range.
- 4.3 Class Specification - A broad, general written statement of the typical duties, responsibilities and qualification requirements.
- 4.4 Classification Plan - All established job classes and salary ranges to which they are assigned.

5.0 ORGANIZATIONAL RULES

- 5.1 The Human Resources Director, under the direction of the Town Manager, is responsible for revising and maintaining the Classification Plan for the entire Town.
- 5.2 The Classification Plan is reviewed and revised systematically to ensure an accurate reflection of changes in functions, organizational relationships, work methods and duties/responsibilities of individual positions.
- 5.3 Official classification titles are used in all personnel, payroll, accounting, budget, appropriation and financial records and transactions. Working titles or organizational titles may not be used in any matters involving official records.
- 5.4 Job codes are designated for each classification in the Classification Plan.
- 5.5 New positions to the Classification Plan shall be established upon the recommendation of the Town Manager and with the approval of the Town Council.

6.0 PROCEDURES

- 6.1 On an ongoing basis, the Human Resources Department reviews the classifications and changes are made to the classifications and the Classification Plan as warranted by changes in the nature or design of jobs, or changes in the values or structure of the organization.
- 6.2 The Classification Plan is to be used as a guide when recruiting employees, in determining lines of promotion; in determining the salary to be paid for various types of work; for budgeting purposes; for providing uniform job terminology.

7.0 APPENDIX, APPENDICES

None