

# **Rule 109**

## **Position Classification and Related Rules**

Applicability: The provisions of Rule 109 apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical Classes.

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## **Rule 109**

### **Position Classification and Related Rules**

#### **Article I: Authority**

Applicability: The provisions of Rule 109 apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical Classes.

#### **Sec. 109.1     Authority**

- 109.1.1** As provided under the Charter Section 10.103 of the City and County of San Francisco, the Human Resources Director shall have the duty and authority to establish a system of job classification and to allocate each position to a job class.
- 109.1.2** The Human Resources Director shall have the responsibility and authority to allocate new positions to a class based on the level and type of assigned duties as applicable under this Rule. Groups of positions form a class when it is determined by the Human Resources Director that the duties are at the same level of responsibility and authority.
- 109.1.3** The Human Resources Director, when notified of a significant change in duties, shall analyze positions. If it is determined by the Human Resources Director, through a job analysis, that the level and/or function of the assigned responsibilities have changed significantly and are no longer consistent with the existing class, the position will be reclassified.
- 109.1.4** When appropriate to the Classification Plan, the Human Resources Director has the authority to change the title and/or number of a class without affecting the classification of the position or the status of incumbents.
- 109.1.5** The Human Resources Director has the authority to amend class specifications as necessary to reflect the major duties of positions within the class and the job related knowledge, skills and abilities necessary to perform the functions of the class.
- 109.1.6** The Human Resources Director has the authority to make changes to the Classification Plan including creating new classes, abolishing, consolidating or amending classes consistent with the Classification Plan.
- 109.1.7** The decision of the Human Resources Director regarding classification matters including the authority to determine the status of an employee, shall be final unless appealed to the Civil Service Commission.

**Sec 109.2**      **Notice and Appeals**

- 109.2.1** Any employee, employee representative or appointing officer affected by a classification action or status grant under this Rule may appeal the action to the Civil Service Commission. The appeal shall be in writing, stating the basis on which the appeal is based and shall be in accordance with the procedures established by the Executive Officer of the Civil Service Commission.
- 109.2.2** Proposed changes in classification and/or status of permanent civil service incumbents with existing status rights shall be posted for seven (7) calendar days. A day the Department of Human Resources is closed shall not be counted as the seventh (7<sup>th</sup>) calendar day. Proposed changes will become effective on the eighth (8<sup>th</sup>) calendar day following the posting date, with the following exception:
- 109.2.3** Protests shall be submitted to the Human Resources Director prior to the end of the posting period.
- 109.2.4** The decision of the Human Resources Director is appealable to the Civil Service Commission. The decision of the Civil Service Commission shall be final and not subject to reconsideration.

# Rule 109

## Position Classification and Related Rules

### Article II: Definitions

Applicability: The provisions of Rule 109 apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical Classes.

#### **Sec. 109.3**     **Definitions**

##### **109.3.1**     **Job Code**

The term “job code” is used within the Human Resources classification system interchangeably with the Civil Service/Charter term “class” or “classification.”

##### **109.3.2**     **Position**

The duties and responsibilities assigned by an appointing officer to be performed by an employee.

##### **109.3.3**     **Classification System**

A method of organizing positions into classes and groups of classes based on an analysis of types and levels of work performed.

##### **109.3.4**     **Classification Plan**

The overall system or plan that encompasses all classes.

##### **109.3.5**     **Class**

A group of positions having common functions and levels of responsibility requiring related knowledge, abilities and skills.

##### **109.3.6**     **Class Series**

Directly related classes within a job group which vary in level and scope of responsibility.

##### **109.3.7**     **Position Description**

A position description generally describes the functions of a position but may not be all-inclusive or specific to a particular position.

**Sec. 109.3**    **Definitions (cont.)**

**109.3.8**    **Class Specification**

A written delineation of the levels of duties and essential functions of a class.

**109.3.9**    **Allocation**

Designating new positions to an appropriate class.

**109.3.10**    **Reallocation/Reclassification**

Designating existing positions to a different class.

**109.3.11**    **Consolidation**

The combining of the duties of two or more classes into one class.

**109.3.12**    **Division**

The separation of a class into two or more classes.

**109.3.13**    **Amendment**

The formal revision of the class specifications for an existing class.

**109.3.14**    **Retitling**

Changing the name (title) of an existing class.

**109.3.15**    **Renumbering**

Changing the designated number of an existing class.

**109.3.16**    **Abolishment**

The elimination of a class from the Classification Plan.

**Sec. 109.3**    **Definitions (cont.)**

**109.3.17**    **Status**

Status in the City and County service is the right an employee has to perform certain duties in a specific class. Status is granted to a class, and not to a specific position in a class.

**109.3.18**    **Temporary Out-of-Class Assignment**

The assignment of an employee who has permanent civil service status in a class to perform the normal day-to-day responsibilities and duties of another class on a temporary basis without a change in class.

**109.3.19**    **Protest**

A request to the Human Resources Director for the reconsideration of a classification decision.

**109.3.20**    **Appeal**

A request to the Civil Service Commission to reconsider the decision of the Human Resources Director.

# Rule 109

## Position Classification and Related Rules

### Article III: Classification

Applicability: The provisions of Rule 109 apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical Classes.

#### **Sec. 109.4**      **Classification of Positions**

Each position in the classified service shall be classified by the Human Resources Director and allocated to the appropriate class in accordance with the level, scope and occupational concept of the assigned duties.

#### **Sec. 109.5**      **Class Series**

All classes directly related within a job family involving the same kind of work, but differing as to scope of responsibility, shall be assembled into the same series.

#### **Sec. 109.6**      **Class Specification**

**109.6.1**      The class specification shall be the official description of the class.

**109.6.2**      The class specification shall be descriptive of the class but shall not be considered as a restriction on the assignment of duties not specifically listed. The class specifications are intended to indicate the kind of positions that should be allocated to a class but shall not be construed as describing the exact duties and responsibilities of each individual position allocated to the class. In addition to defining the duties and characteristics of the class, the specifications shall give examples of the more significant and typical duties assigned to the positions in the class, the minimum requirements for applicants for the positions in the class, and any other special requirements. The appointing officer has the authority to assign an employee to perform work provided that it is consistent with the type of duties and level of responsibility of the employee's class, although not specifically described in the class specification.

**Sec. 109.7**      **Official Copy**

The Human Resources Director shall maintain an accurate and complete copy of the Classification Plan to be designated as the "Official Copy." All changes in allocation or reallocation of positions to classes or amendment of classifications shall be recorded in the "Official Copy" of the Classification Plan. The "Official Copy" of the Classification Plan shall be open for public inspection.

**Sec. 109.8**      **Administration of the Classification Plan**

**109.8.1**      The Human Resources Director shall analyze positions and/or classifications whenever the Human Resources Director deems it necessary.

**109.8.2**      Upon request of the Human Resources Director, the appointing officer shall furnish detailed information relative to the duties and responsibilities or work assignments of positions under the appointing officer's jurisdiction. The appointing authority shall notify the Department of Human Resources promptly of significant changes in duties, responsibilities, or work assignments of positions.



## **Rule 109**

### **Position Classification and Related Rules**

#### **Article IV: Status**

Applicability: The provisions of Rule 109 apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical Classes.

#### **Sec. 109.9**      **General Principles**

Status in the City and County service is the right of an employee to perform certain duties in a specific class. This right stems from the examination in which the employee qualified and/or the appointment received, and the duties performed as indicated on official records. The class specification or duties statement in existence at the time for the examination and/or appointment is a basic reference document in determining status in a class. An employee has status in a class, but not to a particular position within such class. The appointing officer has very broad discretion in reassigning an employee from one position to another position in the same class.

In cases where status is involved, the Human Resources Director shall be responsible for the determination of “status” of an employee and/or an eligible, subject to appeal to the Civil Service Commission.

#### **Sec. 109.10**      **Effects of Classification Changes on the Status of Incumbents**

##### **109.10.1**      **Class Consolidation**

When the duties of two or more classes are combined into one new, existing or amended class, and if any of the classes involved are abolished, an employee who has permanent civil service status within the abolished class is granted status to the new, existing or amended class, subject to the limitations of this Rule.

##### **109.10.2**      **Division of One Class into Two or More Classes**

When a class is divided into two or more classes, an employee who has permanent civil service status within the class which is divided is granted status to the new class or classes which reflect(s) the primary responsibility of the employee. The determination of which class or classes reflect(s) an employee’s primary responsibilities is made by the Human Resources Director.

**Sec. 109.10   Effects of Classification Changes on the Status of Incumbents (cont.)****109.10.3   Upward Reclassification**

When a position occupied by an employee with permanent civil service status is upwardly reclassified, the employee is given status in the new, existing or amended class subject to the limitations provided in this Rule.

**109.10.4   Lateral Reclassification**

When a position occupied by an employee with permanent civil service status is laterally reclassified, the employee is given status in the new, existing or amended class.

**109.10.5   Downward Reclassification**

1) Subject to the limitations under Sec. 109.11 of this Rule, when a position occupied by an employee with permanent civil service status is downwardly reclassified, the employee may:

- a) accept the downward reclassification; or
- b) reassign to a vacancy within the same class and department; or
- c) request transfer to a vacant position to a class in another department; or
- d) reinstate to a vacant position previously held by the employee as provided under the Reinstatement Rule; or
- e) accept the downwardly reclassified position with reinstatement rights to the next available citywide vacancy in the class held by the employee at the time of the downward reclassification; or
- f) exercise civil service layoff rights.

2) If under a downward reclassification of a position, the employee elects to accept the downward reclassification with reinstatement rights, the employee must accept the first available position. If no position becomes available within one (1) year from the effective date of the action, all status to the previous classification is forfeited, unless an extension is granted by the Human Resources Director.

**Sec. 109.10   Effects of Classification Changes on the Status of Incumbents (cont.)****109.10.6   Renumbered or Retitled Classes**

When classes are renumbered or retitled, or when the class description has been changed to more accurately describe the duties actually being performed, all employees with permanent status in the former class shall have continued permanent status in the renumbered or retitled class. Eligibles on a list in the former class shall continue as eligibles on the renumbered or retitled class.

**109.10.7   Implementation of Status**

- 1) All permanent employees in positions in the former class who have been reallocated to a new class, are granted status in positions in the new class as of the effective date as determined by the Human Resources Director.
- 2) The remaining employees in the same former class and in the same department are granted rights to assignment to positions in the new classes as vacancies occur according to seniority standing in the department.
- 3) Permanent employees occupying positions in the same former class in other departments are granted the right to transfer to positions in the new class or classes as vacancies occur. Such requests for transfer shall be governed by the provisions of the Rules governing appointment by transfer.
- 4) When status has been granted, all permanent employees in positions in the former class that has been reclassified to another class, are granted status in positions.
- 5) An employee who is granted status must exercise those rights to the second class as soon as a position becomes available, within one (1) year from the effective date of the amendment to the Annual Salary Ordinance unless an extension is granted by the Human Resources Director. If status is not exercised within the time limit or if the employee refuses an offer of a status appointment, then, status is forfeited.
- 6) An employee who does not exercise status as provided above may continue in the original position until such time as the reclassified position is filled and the original incumbent is replaced by another employee who has status in the class or by an eligible from a civil service list.

**Sec. 109.10** **Effects of Classification Changes on the Status of Incumbents (cont.)****109.10.7 (cont.)**

7) When all permanent incumbents in the class and department have exercised or forfeited status, eligibles on lists for the original class as well as employees in the same original class in another department may be offered status appointments in the second class either by certification from the eligible list or under transfer provisions of the Transfer Rule.

**Sec. 109.11** **Limitations Under this Rule**

**109.11.1** The allocation or reallocation of a position shall not adversely affect the civil service rights of an occupant legally holding such a position under permanent appointment. If there is an adverse affect on the civil service rights of an occupant legally holding such a position under permanent appointment, such allocation or reallocation shall be effected when the position becomes vacant by reassignment or for other reason(s), except when earlier implementation is approved by mutual agreement with the appropriate recognized employee organization. Pending such reallocation, the incumbent shall continue in the position.

**109.11.2** In administering this Rule, if the difference between the salary ranges of the former class and the new class is more than seven and one half (7½) percent, a significant difference in the scope of responsibility shall be deemed to exist, and status shall not be granted unless approved by the Civil Service Commission.

**109.11.3** An employee must meet the minimum qualifications for the position in order to be eligible for status.

**109.11.4** The Human Resources Director may assess the employee's ability to perform the level of duties and the essential functions of the class.

**Sec. 109.12** **Situations Not Specifically Addressed**

Situations not specifically addressed in this Article will be resolved by the Human Resources Director subject to the prior approval of the Civil Service Commission.

**Sec. 109.13**    **Probationary Period**

- 109.13.1 Employees who are appointed by status in the same department shall not be required to complete a new probationary period.
- 109.13.2 Employees who exercise status to transfer to a new department shall be required to complete a probationary period.
- 109.13.3 Employees who have not yet completed the probationary period in the class subject to reclassification shall be required to complete the remainder of the probationary period in the new class.

**Sec. 109.14**    **Release from a Probationary Period**

Employees required to serve a probationary period as a result of being granted status under this Rule are subject to the Civil Service Commission Rules on release from the probationary period.

**Sec. 109.15**    **Civil Service Seniority**

Civil service seniority for employees granted status under Civil Service Commission Rule 109 shall be carried forward and is calculated from the date of certification in the former class prior to reclassification.

## **Rule 109**

### **Position Classification and Related Rules**

#### **Article V: Temporary Out-of-Class Assignments**

Applicability: The provisions of Rule 109 apply to employees in all classes; except the Uniformed Ranks of the Police and Fire Departments and MTA Service-Critical Classes.

#### **Sec. 109.16    Temporary Out-of-Class Assignments - Policy and Definitions**

**109.16.1** In accordance with this Rule, an appointing officer may exercise Charter authority to assign an employee to perform any of the duties of the department to which appointed and to make any temporary out-of-class assignment to maintain the provision of any public service.

**109.16.2** Temporary out-of-class assignment means the assignment of an employee without change in class to perform the normal day-to-day duties and responsibilities of another classification. Records of such temporary out-of-class assignment shall be placed in the employee's personnel file. An employee assigned to temporary out-of-class assignment may also request that the appointing officer/designee place the record in the employee's personnel file contemporaneous with the assignment. The record of temporary out-of-class assignments must be verified and approved by the appointing officer/designee prior to placement in the personnel file. The Human Resources Director shall be responsible for administering and making effective the provisions of this Rule, and establishing such administrative controls and procedures as may be necessary. The decision of the Human Resources Director shall be subject to appeal to the Civil Service Commission.

1) Temporary out-of-class assignment is distinguished from "temporary appointment" in that the latter refers to an appointment to a differently classified position in accordance with civil service appointment provisions and in accordance with budgetary requirements.

2) Temporary out-of-class assignment is distinguished from a short term or regular assignment of a minor portion of work duties which are allocated to a different class, but which are generally related to the regular duties or level of responsibility of the employee's current class.

3) The Human Resources Director shall be responsible for administering and making effective the provisions of this Rule, and establishing such administrative controls and procedures as may be necessary.

**Sec. 109.16   Temporary Out-of-Class Assignments - Policy and Definitions (cont.)**

**109.16.2 (cont.)**

4) Temporary out-of-class assignments shall not be made when an appointment based on the regularly established Rules and procedures of the Civil Service Commission may be made. Temporary out-of-class assignments may be approved while an appointment through the established procedures is pending.

5) When a temporary out-of-class assignment is in order, selection and retention shall be at the discretion of the appointing officer or designee.