



City of Northampton, Massachusetts
Human Resources Department

**POLICY & PROCEDURE
NUMBER 500-3**

Effective Date: 10/1/98

JOB RECLASSIFICATION

I. POLICY

It is the policy of the City of Northampton that positions which have changed as result of the addition of new duties and/or responsibilities be properly reviewed to determine if a job reclassification is required and if one is required that it be completed in an expeditious manner in order to provide employees with appropriate compensation for the job being done.

II. APPLICATION

This policy applies to full-time, part-time, and intermittent employees of the City of Northampton and to the full-time, part-time, and intermittent employees of the Northampton School Department and the Smith Vocational High School except teachers.
Note: Grant-funded positions will be reviewed on a case by case basis as necessary.

III. PROCEDURE

A. An Appointing Authority, or a department head through the Appointing Authority, (attachment A) may initiate a job reclassification review by completing a Reclassification/New Position Review Request Form (HRD 7 form) (attachment B) and submitting it through the Finance Director and Mayor, in consideration of present and future departmental budget constraints, to the Human Resources Director. *Note: The employee doing the job and/or the employee's supervisor, may request the department head to consider initiating a position reclassification review as well.*

1. In all cases, the Reclassification/New Position Review Request Form must be approved/signed by the Mayor in order for the Human Resources Director, or his/her designee, to take action on the request.

B. After receipt of the approved/signed Reclassification/New Position Review Request Form, the Human Resources Director, or his/her designee, will send the department head a Position Rating Form (attachment C) to complete asking the department head to indicate on the form, in the appropriate job factor section(s), the changes from the present job factor points and to provide written justification for each factor section that an increase is being requested.

- C. Upon return of the completed and signed Position Rating Form, the Human Resources Director, or his/her designee, will review the merits of the request and determine if the job reclassification review should move forward or not. The Human Resources Dept. will notify the department head of the decision within ten (10) work days of receiving the completed rating form.
1. If the Human Resources Director, or designee, decides that the review should move forward, a meeting with the department head and a Job Reclassification Committee (JRC) to review and discuss the requested reclassification will be scheduled. *Note: The JRC shall be comprised of a four-member review panel appointed by the Human Resources Director, in consultation with the Mayor, for staggered terms of one, two, and three years initially for the inception group and for three year staggered terms thereafter. The JRC membership shall include the Assistant Human Resources Director (permanent member), a management representative from the Mayor's Office (either the Finance Director or the Mayor's Executive Assistant), a nonemployee member of the Personnel Advisory Committee, or from the community at large, with management and human resources experience, and an employee member, or nonemployee member, of the Personnel Advisory Committee of the HRD Director's choosing. A minimum of three members are required to be present to review a reclassification request.*
 - a. At this meeting the department head will be asked a series of questions, based on the completed rating form, to clarify and substantiate the reasons for requesting the reclassification. The department head may bring any clarifying information, documents, statistics, charts, reports or other supportive material (this is not mandatory) to this meeting.
 - b. The JRC will submit their reclassification recommendation, in writing, to the Human Resources Director within ten (10) work days following the meeting. The recommendation shall include the reason(s) as to why the committee recommends reclassification or not.
 - c. The Human Resources Director will make a decision to concur or not concur with the JRC's recommendation to approve or not approve the reclassification.
 - (1) Should the Human Resources Director *not concur* with the JRC's recommendation, a written memo will be submitted to the JRC within ten (10) work days of receipt of the recommendation with the reason(s) why. This will be a matter of record as the Human Resources Director's decision is final. The JRC may, or may not, decide to have

a follow-up discussion with the Human Resources Director just to ensure that the director remains confident in his/her decision.

d. If the recommendation and subsequent decision by the Human Resources Director is to *approve* a job reclassification, the Human Resources Director will notify the department head of that decision and explain what the job reclassification will entail and what appropriate forms need to be completed and submitted to the Human Resources Department.

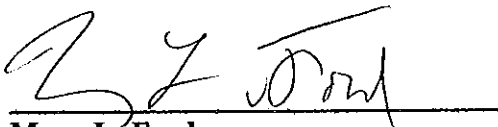
(1) The effective date of the reclassification will be the date the Mayor approved the review.

e. If the recommendation and subsequent decision by the Human Resources Director is to *not approve* a job reclassification, the Human Resources Director will notify the department head in writing of that decision and explain the reason(s) why.

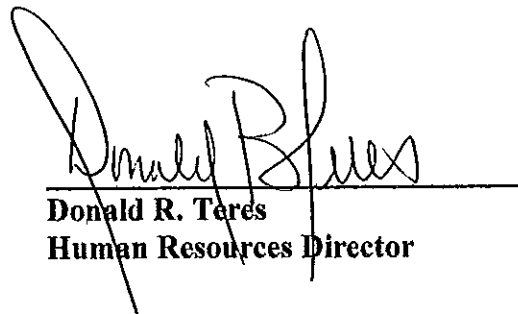
2. If the Human Resources Director, or designee, initially decides that the reclassification review should *not* move forward to the JRC, he/she will notify the department head in writing of that decision and explain the reason(s) why.

D. Future requests for reclassification of the same job cannot be made for at least twelve (12) months from the date of the Human Resources Director's final decision unless extraordinary circumstances occur which would warrant an earlier review. Such circumstances will be reviewed on a case by case basis by the Human Resources Director whose decision in the matter will be final.

Approved:



Mary L. Ford
Mayor



Donald R. Teres
Human Resources Director

Revision History:

DISTRIBUTION: Dept. Heads, School Dept.



CITY OF NORTHAMPTON, MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT

Reclassification/New Position Review Request Form

Review requested: Reclassification* New Position Date: _____

**Note: for Reclassification Review, additional responsibilities and/or duties would have to have been added to present job. There is a minimum twelve month waiting period from the last reclassification review decision date unless there are extenuating circumstances.*

Present (or proposed) Job Title: _____

Employee presently in the position (if applicable): _____

Bargaining Unit: _____ Department/Division: _____

Department Head or Appointing Authority (Name & Dept./Board) initiating:

Department Head Recommendation & Comments (if applicable): Approved Disapproved

Department Head Signature & Date: _____

Appointing Authority Recommendation & Comments: Approved Disapproved

Appointing Authority Signature & Date: _____

Finance Director Recommendation & Comments: Approved Disapproved

Finance Director Signature & Date: _____

Mayor's Recommendation & Comments: Approved Disapproved

Mayor's Signature & Date: _____

HR Director, or designee, Action:

HR Director's Signature (or designee) & Date: _____

For HRD Use Only:

Reclassification Review Hearing Date/Time: _____ Suspense Date: _____

Panel Membership: _____

Department Head Present: _____

Review Committee Recommendation & Comments & Date submitted:

Human Resources Director Decision & Comments & Date:

Remarks:

POSITION RATING FORM

Type of Rating: New Position Re-classification

Position Classification Title:

Department/Division:

Submitted/requested by:

FACTOR		PRESENT	PROPOSED DEGREE	+/-
1. Education/Basic Knowledge				
2. Experience				
3. Judgement & Initiative				
4. Supervision Required				
5. Accountability				
6. Contacts with Others				
7. Confidentiality				
8. Physical Environment				
9. Manual Skills				
10. Physical Effort				
11. Occupational Risks				
12. Character of Supervision				
13. Scope of Supervision				
Point Totals & Grade				

Grade: Point Range:

Grade: Point Range:

Grade: Point Range:

Grade: Point Range:

Reviewed/Evaluated by: _____

Date: _____

Reviewed/Approved by: _____

Date: _____

Policy & Procedure
 Job Reclassification, 500-3
 Attachment A

<i>Position</i>	<i>Appointing Authority</i>
1. City Auditor	City Council
2. City Collector	City Council
3. Vererans Agent	Mayor
4. Planning Director	Mayor/Council
5. Health Agent	Board of Health
6. Assessor, Asst. Assessors	City Council
7. Recreation Director	Recreation Commission
8. DPW Director	Board of Public Works
9. City Solicitor, Asst. City Solicitor	Mayor
10. Building Inspector	Mayor
11. MIS Director	Mayor
12. HRD Director	Mayor
13. COA Director	Council on Aging
14. Public Safety Positions	Mayor
15. Director of Central Services	Mayor
16. Parking Clerk	Mayor
17. Registrar of Voters Clerk	Mayor/Board of Registrars
18. Superintendent of Schools	School Committee
19. Superintendent of Smith Voc	Smith Voc Board of Trustees
20. City-side positions	HRD Director
21. School non-professional positions	Superintendent of Schools
22. School professional positions	Superintendent of Schools
23. Smith Voc non-professional positions	Superintendent of Smith Voc
24. Smith Voc professional positions	Superintendent of Smith Voc
25. Executive Assistant to the Mayor	Mayor
26. Finance Director	Mayor
27. Arts Council (co-)Coordinators	Mayor
28. Director of Lilly Library	Lilly Library Board of Trustees
29. Director of Forbes Library	Forbes Library Board of Trustees