



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Classification Plan	Policy Reference Chapter 4
Policy Source Human Resources Department	Legal Review Date July 6, 2017
Personnel Committee Approval July 11, 2017	City Council Approval July 18, 2017

- 4.1 PURPOSE. The purpose of the job classification system is to provide a standard system of titles and job descriptions for the administration of personnel activities such as: staffing planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs, and career development.
- 4.2 ADMINISTRATION. The Human Resources Director shall be responsible for the administration of the classification system in cooperation with department heads, employees, and other appropriate resources.
- 4.3 NEW CLASSIFICATIONS. When a suitable classification does not exist, the Human Resources Director shall establish a new class with an appropriate pay range subject to approval of the Personnel Committee. The decision of the Personnel Committee will be subject to final action by the City Council.
- 4.4 DEPARTMENT REORGANIZATION. If a department or division is reorganized, position descriptions for all affected employees shall be submitted to the Human Resources Department for review. Such reorganization is subject to approval by the Personnel Committee. The decision of the Personnel Committee will be subject to final action by the City Council.