

**CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT**



**CLASSIFICATION POLICY
POLICY #01-005**

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial Release

APPROVALS

Human Resources Director

Date

City Commission

Date



SUBJECT	Classification Policy
POLICY #	01-005
City Commission Approval	

POLICY:

The classification plan provides a complete inventory of all positions in the City service and accurate descriptions and specifications for each employment class. Job classification is determined by the requirements of the job and factors such as duties, responsibility, skill, training, education, and working conditions. No person may be appointed to or employed in a position in the classified service under a title not included in the classification plan. The applicable Pay Plans contain specific ranges, which will be reviewed and maintained periodically, and will be automatically adjusted by the COLA approved by the City Commission as part of the budget. The classification plan consists of written job descriptions for each position, which include a general description of the nature of the work and the relative responsibility, as well as examples of work in terms of knowledge, skills, abilities, experience, and training necessary for the position.

The City will periodically review the classification of positions, amend the classification plan, and present it to the City Commission for approval.