



MANAGEMENT POLICY

POLICY NUMBER:
103.01

SUBJECT:

Job Classification

EFFECTIVE DATE:
5/24/2010
REVISED DATE:

I. Purpose

To establish and maintain up to date job classifications based on essential functions for all positions within the Rio Verde Fire District

II. Scope

This policy applies to all employee position classifications within the Rio Verde Fire District

III. Policy

This policy classifies job descriptions and defines the procedures for ongoing management of the documents for the Rio Verde Fire District.

IV. Definitions

A. Benchmark: Job classifications that are common to many organizations regardless of size and function. Benchmark classifications are the basis for salary comparisons across organizational lines.

B. Class: A group of positions similar in duties performed, scope of responsibility, minimum requirements, and such other characteristics that the same title and the same pay range apply to each position in the group.

C. Job Study: A report making recommendations for establishing, changing, or retaining a salary range for new and ongoing classifications. This recommendation is based on researching and analyzing external and internal data of classes performing comparable duties and responsibilities, and includes a description of class specifications for the new class, or reflects changes in the duties for an ongoing class.

D. Salary Survey: A report making recommendations based on researching and analyzing external and internal data of classes performing comparable duties and responsibilities, to establish a new, or verify an existing salary range.

V. Procedure

A. The Fire Chief shall place every position in the District in a class based on its essential functions, and establish and maintain a system of job descriptions for each class in the District.

B. Each Job description shall contain the title of the class, a statement of the essential function of the class, knowledge, skills, and abilities within the class, and the minimum qualifications for entry into the class. Minimum qualifications shall include educational and experience requirements, and any special requirements that pertain, or may pertain, to all or some of the positions within that class.

C. The Fire Chief with approval of the Board of Directors, may establish new classes, and divide, combine, alter, or abolish existing classes.

D. If a material or permanent change has taken place in the duties and responsibilities of a position, the Fire Chief may initiate a reclassification of the position for consideration and approval by the Board of Directors.