

CITY OF CHICO
CLASSIFICATION PLAN - GENERAL PROVISIONS

I. GENERAL EMPLOYMENT REQUIREMENTS

The following general qualifications have been established and are applicable to all classes and positions, to the extent required for effective job performance, although not specifically included in each class specification:

1. Personal Qualifications - Good physical condition, agility and strength commensurate with the duties of the class; sober and drug-free; honest and dependable.
2. Driver License - Includes the possession of or ability to obtain on appointment a State of California Class "C" Driver License. The appointing authority may waive this requirement with the approval of the Personnel Director. Positions which are assigned to the operation of heavy motorized equipment may require the possession of a Class "A" or "B" Driver License as necessary.

II. INTERPRETATION AND USE OF JOB DESCRIPTIONS

The following information is presented in order to provide a basis for properly interpreting and utilizing each section of the job description.

The Classification Plan is intended to be descriptive and explanatory by defining classes of work rather than prescribing restrictions upon the work which may be assigned to a specific position. Each job description should be interpreted in its entirety and in relation to other classes; particular phrases or examples should not be isolated and treated as the full definition of the class. All descriptions should be interpreted and utilized based upon the following definitions:

1. Class Titles - The class title is a concise, descriptive designation of the type of work performed. The official class title is utilized on payrolls, budgets, personnel reports, and other official forms and reports in order to assure a common understanding of the position. The class title is selected to serve this purpose and does not necessarily preclude the proper use of "working titles", which may help to identify a specific position for general organization purposes.
2. Definition - This section is a summary statement of the work assigned to the class.
3. Distinguishing Characteristics - This section is included as appropriate to specifically distinguish different levels of responsibility in classes performing similar work. It is intended to be used as a guideline when assigning positions to the proper class.
4. Typical Duties - This section lists typical tasks and responsibilities which are common to most positions of the class. The examples illustrate the range of duties performed; thus, the listing is descriptive, but not limiting. It is not intended to describe all the work performed in all positions allocated to the class. Essential functions are delineated with an asterisk.
5. Tools and Equipment Used - This section lists the typical tools and equipment which are commonly used for each position of the class. The tools and equipment listed are descriptive, but not intended to be comprehensive or limiting.

6. Physical Demands - This section describes representative physical demands that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
7. Work Environment - This section describes the characteristics of the work environment that an employee may encounter while performing the functions of the position.
8. Knowledge of and Ability to – This section lists the knowledge and abilities that are desired to be possessed by applicants for a position allocated to this class. It is expected that, once hired, incumbents will possess the knowledge and abilities for the class.
9. Minimum Qualifications – This section identifies the minimum requirements for the job description, specific to Education and Experience.

It is understood that Equivalency for the Minimum Qualifications may be established. In some cases, it may be appropriate to substitute certain levels of experience for education (and vice versa). Equivalencies shall be approved by the Human Resources Manager.

Desired Qualifications -

The Desired Qualifications represent a typical way to acquire the necessary skills, abilities, and knowledge for the job, but are not exclusive. Specific standards will be developed for each individual recruitment or promotional process and will take into consideration the particular needs of the position to be filled, recruitment difficulties and other practical factors.

9. Additional Requirements are also provided for in certain job descriptions, covering the appropriate California Driver License needed as well as any other licenses, certificates, legal or special provisions required.

III. EXPLANATION OF LEVELS OF SUPERVISION

Each job description includes a level of supervision provided to the work performed. The following general definitions are provided for interpreting three levels of supervision which are defined:

1. "Under Supervision" - Excluding supervision over an aide, apprentice, or trainee, this phrase indicates the greatest amount of supervision and control from a supervisor, the least personal independence of action, and the least breadth of matters upon which the employee makes his/her own decisions. This level of supervision emphasizes overseeing application to details, specific work assignments, flow of work, production, discipline and other management functions, as well as proper instruction as to objectives, plans, policies, procedures, and office methods.

This phrase does not imply that the employee works directly under someone's eye, or that each stage of work is reviewed, or that all results are checked. The employee is considered a trained employee in work of a given class and is familiar with the routine and with the methods or procedures related to his/her position. The employee is presumed to be able to recognize instances which are unusual and upon which, consequently, the employee obtains advice or further instructions. Hence, the employee is not constantly or continuously instructed, and reviews and checks of work are applied only to an extent sufficient to keep the supervisor aware that instructions and methods are being understood and followed.

2. "Under General Supervision" - This phrase indicates that general control is exercised from a supervisor, not particularized supervision which concentrates upon the details of the employee's work. General supervision focuses on how the job is being performed -- the methods of work

and appropriate sequences of steps.

Thus, an employee may be under fairly close supervision from a management standpoint, but has considerable "technical" independence and responsibility. In this example, the employee's assignments and objectives are prescribed but the method is seldom supervised, reviewed, or controlled while the work is in progress. The employee is expected to plan the sequence of detailed steps by using experienced judgment and discretion and to solve most problems of detail that arise, except those of an unusual nature. The employee has substantive and personal responsibility for results, within the scope of his/her assignments.

3. "Under General Direction" - This phrase indicates an extremely general and somewhat remote control exercised only on detached occasions. The employee is expected to decide planning and organizing the details of work and deciding upon the methods to produce given results. This includes meeting unusual situations without advice or instruction other than that afforded by the general plans, policies, and purposes applicable to all work in the unit. Active long-term planning, expenditures of funds, etc. are involved. However, the employee generally develops ideas and recommendations in conference with superiors. "General direction" also indicates nearly complete freedom from supervision or oversight on working methods.

IV. CAREER LADDERS

In recognition of the City's commitment to offer opportunities to advance within their employment with the City and of the benefit gained by the City in promoting employees who have current City experience, the City has developed a series of "Career Ladders" and a Career Ladder promotional process. The "Career Ladders" are an illustration of the variety of career opportunities available in City employment and were developed to encourage employees to consider long-range career plans.

Through the Career Ladder promotional process, a current permanent City employee who has been employed in a permanent position by the City for at least one year and who has successfully completed the probationary period of their current position may be considered for promotion to other positions in the Career Ladder in which their current position is placed. The Career Ladder promotional process allows current City employees to be considered for promotion without participating in an "outside" application and testing process. No Employment Eligibility List is developed as a result of the Career Ladder promotional process, and each process will be specific to a vacancy or series of vacancies.

At the time a vacancy occurs, the Department Head will determine if a Career Ladder promotional process is appropriate for the position. If a determination is made to conduct a Career Ladder promotional process, all current City employees who occupy positions which fall below the position to be filled in the Career Ladder will be notified of the opportunity to be considered. Qualified interested applicants will be evaluated by the Department Head. The Department Head is not required to recommend selection of a candidate through the Career Ladder process.

V. TRAINEE/AIDE CLASSES

1. The following job titles are considered "trainee" positions and should be utilized as set forth in this section:

Equipment Services Aide
Maintenance Aide
Planning Aide
Police Academy Trainee

2. Trainee/aide positions shall be utilized generally as follows:
 - a. Trainee/aide positions may be used for both permanent and temporary positions. Non-permanent employees may be hired to perform the level of work specified in the trainee/aide job description for an indeterminate period of time without expectation of progression to the entry level class. The City may also designate certain permanent positions at the trainee/aide level because the work performed by the individuals in those positions remains at the trainee/aide level. Employees for trainee/aide positions will normally be recruited and selected from outside of the City organization.
 - b. Steps will be taken to develop the specific skills, knowledge, and abilities of individuals hired as permanent employees into trainee/aide positions. Such steps may include development of departmental training plans and the use of documented monthly departmental performance evaluations, in addition to the normally required employee performance evaluations, to review the employee's skill development, and to identify areas in which improvement is needed.
 - c. A permanent employee in a trainee/aide class who meets the Desired Qualifications for the entry level job class for which their trainee/aide level position has been established, may be advanced to the entry level job class by action of the appointing authority. Such advancement would typically occur within two year's time but may occur only when there is a vacancy in the entry level job class.

VI. TYPE A, B, AND C EQUIPMENT DEFINITIONS

Type A, B, and C equipment designations are defined in this section and are applicable to Maintenance Aide, Maintenance Worker, Senior Maintenance Worker, Tree Maintenance Worker, and Field Supervisor classes:

1. Type A Equipment - Includes motor grader, wheel loader, street sweeper, boom slope mower, TV sewer van, back-hoe and accessories to the back-hoe attachment, aerial trucks, Jet Rodder, Champion Sewer Rodder, paint striping machine, and the Compost Turner.
2. Type B Equipment - Includes all other power driven equipment not designated as Type A or Type C, including mowers, roller, 2-ton dump truck, patch truck, 2-ton chip truck with chipper, packer truck, flusher truck (with or without trailer), small farm-type tractors with front-end buckets, mower attachments, flail mower or broom, fork lift, paint truck and trailer.
3. Type C Equipment - Includes pick-up truck, 1-ton dump truck, 1-ton flatbed truck, water truck (without trailer), riding lawnmowers, and chipper equipment used with the chip truck.