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**AUR 8.05 CLASSIFICATION**

**Auditor's Office Classified Service**

The classified service of the City Auditor's Office includes all positions in the Auditor's Office that are not specifically exempted by the City Charter or City Council ordinance. Positions exempted by the Charter are:

- All officers chosen by popular election or by appointment by the Council
- Members of all boards and commissions
- Chief Deputy City Auditor
- Ombudsman
- Audit Services Director

At the recommendation of the City Auditor and with the approval of City Council by ordinance, employees may be excluded from the classified service if they are in a classification where a critical element is exercising independent judgment in the formulation of policies that have citywide impact or importance.

Positions in the Auditor's Office exempted by ordinance are General Counsel and Independent Police Review Director.

**Auditor's Office Classification Plan**

The Auditor's Office Classification Plan shall contain:

1. a foundation for establishing and maintaining a Compensation Plan;
2. all positions that are substantially similar with respect to the kind, difficulty and responsibility of duties allocated to the same class; and,
3. appropriate selection methods to be used in filling all positions within the same class.

The City Auditor, in consultation with division managers, shall be responsible for the administration, maintenance and periodic review of the classification plan to ensure that it reflects the duties performed by employees in the Auditor's Office classified service and the class to which each position is allocated.

The classification plan groups all positions in the classified service into classifications based on their duties, authority and responsibilities. The classification plan consists of an index of positions arranged by broad categories

or families, occupational groups within categories, and series within occupational groups.

Each classification shall have an official title that is descriptive, brief and consistent with other titles in the plan and can be used in all official documentation. The use of unofficial or working job titles shall have no bearing on the official classification of any position or employee.

The City Auditor shall amend the classification plan as necessary, including the addition of new classes, combination and/or revision of existing classes, and deletion of obsolete classes.

The City Auditor or designee shall analyze the duties and responsibilities to be assigned to incumbents of proposed new positions and using such appraisal as a basis, assign the position to the appropriate class within the classification plan.

Consideration shall be given to the specific duties and responsibilities, knowledge and skills and the relationship to other classes in the Auditor's Office Classification Plan.

A new class specification or new specialty designation within an existing class specification shall be prepared to cover each additional position that is created and for which the classification plan does not provide a satisfactory description of the position.

Reallocations of positions under the provisions of this section shall be the responsibility of the Management Services with the approval of the City Auditor.

The classification plan will be based on an analysis of job-related factors and shall be used for decision making on compensation, selection, employee development, career advancement, upward mobility and other personnel program activities. In determining the class to which a position should be allocated, only the duties and responsibilities assigned to the position and actually performed shall be considered. The capabilities and performance of an incumbent shall not be a classification factor.

A position is presumed to be allocated to the appropriate class.

### **Classification Specification**

Each classification shall be described in a written **class specification** that shall include:

1. Class title, class code number and whether it is designated as a generalist or specialist classification;
2. A definition of the job describing the level and type of work as well as the allocation factors to be considered in determining the appropriate

classification;

3. A description of typical examples of duties involved in the class;
4. A description of the knowledge, skills and abilities necessary to perform the work of the position;
5. Any special requirements, physical characteristics, licenses or certificates required to do the work;
6. The date of adoption or revision by the City Auditor;
7. If the classification is designated a specialist classification, the specialty designations and their assigned system code.

Specifications are intended to indicate the kinds of positions allocated to the various classes as determined by their duties, responsibilities and minimum qualifications and should be interpreted as a whole and in relation to others in the classification plan. A class specification shall be liberally construed as a general description of the work characteristics of similar positions properly allocated to that class.

**Class specifications are descriptive and not restrictive and do not prescribe each and every specific duty of any position, nor do they limit the authority of management in assigning work.** Particular phrases or examples shall not be isolated and treated as a full definition of the class.

### **Manager Responsibility**

Division managers and supervisors are responsible for ensuring employees' positions are properly classified. Except as permitted for overfill/underfill and **Working out of Classification**, employees will not be allowed to work in a classification other than that of their individual position classification. Exception: Permanent employees accepting a limited term position may work in a different classification.

### **Request for Reclassification**

If the duties of an existing position change permanently and sufficiently so that the current classification is no longer appropriate, a request for a classification review shall be submitted to the City Auditor or a designee.

To request a classification review, a **Classification Request Form** must be submitted to Management Services, including all requested supporting documentation required for the City Auditor or a designee, to make a decision regarding position allocation. See **Classification/Compensation Process for**

### **Requesting Reclassification.**

A request for a classification review may be made by division managers and supervisors or by an incumbent in a position. A request for review of the same position or group of positions or classification series may be submitted only once in a twelve-month period. The City Auditor may initiate a classification review at any time.

The Auditor or a designee shall act on a request for reclassification without unnecessary or undue delay and shall give notice to management and the affected employee(s) of the final classification disposition.

### **Effective Date of Reclassification**

The effective date of the reclassification action with respect to the employee's tenure, seniority and status shall be the date the written request for reclassification and all required supporting documentation were filed unless a different date is specified and/or determined by the City Auditor or designee.

### **Reclassification and Probationary Period**

A reclassified employee shall serve a probationary period in accordance with the **Administrative Rule on Probation** unless;

1. The City Auditor certifies that the selection process on which the appointment of the employee to the original class was made tested substantially the same knowledge, skills and abilities as the selection process that will be used for the new class; or
2. The classification is the result of a gradual accretion of duties for at least a one-year period (see attachment); or
3. The reclassification is within the same occupational group as the former classification, as designated by the City Auditor's classification plan or;
4. Reclassification is taking place under the guidelines of the deep classification series; or
5. Unless otherwise expressly waived by the City Auditor.

### **Effect of Classification Actions on Incumbents**

An employee occupying a position that has been reclassified may be granted status in the new classification under the following conditions:

1. If the employee is eligible for appointment and is appointed under the applicable rules; or
2. If the City Auditor certifies that the selection process on which the appointment of the employee to the original class was made tests substantially the same knowledge, skills and abilities as the selection process which will be used for the new class; or
3. Incumbents in a class that is consolidated with another class shall be granted status in the consolidated class; or
4. As part of the reclassification request, a division manager requests the employee be granted status in the new classification and submits documentation that there has been
  - a. A growth or an increase in the level of duties of the position by gradual addition or inclusion of higher level duties over at least a one year period;
  - b. The reclassification is within the same occupational group or reasonably related to the former reclassification and the reclassification is a result of such accretion of duties (see attachment); or
5. If the employee is moving to a higher classification within a deep classification series.

In all cases the employee must meet the minimum qualifications of the position, including possession of any required licenses or certificates and be qualified to perform the work.

### **Salary and Reclassification of Incumbents**

If a reclassification is to a classification that has a lower maximum salary, the incumbent may, with the approval of the City Auditor:

1. Be transferred to a vacant position having the same classification as that in which the employee holds status; or
2. Be granted status in the lower class without further examination and with no loss of pay provided that the incumbent's current compensation is within the compensation range of the lower class

If the incumbent's compensation is higher than the maximum allowed for the lower class, the incumbent's salary shall be at the highest maximum rate for the lower class and the incumbent shall be placed on a recall list for the former class. Alternatively, if the reduction in pay is at least 25% and the position at issue is determined critical by the division manager or supervisor, the City Auditor may allow the incumbent's rate of pay to remain at a level higher than the

compensation range of the lower class as in the best interests of the Auditor's Office. Employees in this circumstance are not eligible for pay increases, including cost of living increases, until their pay rate is within the pay grade of their assigned classification. See [Administrative Rule on Compensation](#). If the higher pay is approved, the employee shall not be placed on a recall list for the former class.

### **Requests for Reconsideration**

Any employee adversely affected by a change in classification, or whose request for reclassification was denied, and any division manager or supervisor who disagrees with the classification determination, may file a request for reconsideration with the City Auditor.

A request for reconsideration must be filed in writing within fourteen (14) calendar days of the date of the written notice of the classification action and must specify the reasons for the request and the relief being sought.

The City Auditor shall acknowledge the request for reconsideration within fourteen (14) calendar days of receipt of the request.

### **Appeal of Classification Actions**

An employee or a division manager or supervisor whose request for reconsideration is denied by the City Auditor, may have that decision reviewed by the [Auditor's Civil Service Hearings Officer](#). See [Administrative Rule on Civil Service Appeals](#).

### **Notice**

When proposing, amending, or abolishing a class specification, the City Auditor shall provide the division manager or supervisor and employees in the class with a notice of the proposed changes and a copy of the proposed specification on request. Written comments by persons or programs affected shall be submitted to the City Auditor within thirty (30) calendar days.

The City Auditor will communicate the final decision as soon as possible.

### **Deep Classification Series**

The [Deep Classification Series](#) is a group of job classes that specifies two or more levels of work which are closely related in duties and where the difference involve time in grade, complexity, degree of responsibility and similar factors. A

deep class series typically includes trainees, sub-journey, journey and advanced journey level classes. Deep class series will not include supervisory classes. Establishment of a deep class series allows division managers the flexibility and authority to recognize an employee's increased capabilities and value through merit promotion based on job performance rather than a civil service examination.

Affected class specifications will contain a statement that they are part of a deep class series.

For an employee to be promoted and receive status (See [Administrative Rule on Types of Appointments](#)) through a deep class, the employee's division manager provide Management Services documentation justifying the promotion, including but not limited to, detailing the employee's capabilities of substantially performing the full range of duties of the higher job class.

The effective date of a deep class promotion with respect to the employee's tenure, seniority and status shall be the date the written request for employee reclassification in a deep class series and all required supporting documentation were filed with the City Auditor unless another date is established by the Auditor.

### **Authorization for Classification Actions**

Classification actions must have the specific approval of City Council under the following circumstances:

1. When a new position or group of positions is requested resulting in an increase in the number of budgeted positions in the unit; or
2. When the classification action results in the creation of a new classification or a change in the compensation of the classification; or
3. When the fiscal impact of the action requires the additional appropriation of funds.

The City Auditor may approve all other classification actions without Council approval.

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### **Rule Information and History**

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 8.05  
Classification.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.