

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

POSITION RECLASSIFICATION

MP105.09 04/06 – R

This procedure describes the steps necessary to request and process a position reclassification originating with the Fire Department.

It is the policy of the Personnel Services Division to process all reclassification requests as effectively and expediently as practical.

PROCEDURE

1. Division head requests reclassification study via memo to the Assistant Chief of Personnel.
2. The Personnel Assistant Chief will review the request and forward to the Fire Department Personnel Officer.
3. The Fire Department Personnel Officer will work with the appropriate Division/Section Head and affected member to complete Personnel data form.
4. Fire Department Personnel Officer forwards completed Study Request to the Deputy City Manager, after approval of the Fire Chief or his designee.
5. The Deputy City Manager returns study to the Fire Department Personnel Officer. If approved the request is forwarded to the City Personnel Office.
6. Personnel Department assigns an analyst to study request.
7. Personnel analyst conducts study and forwards his report to the Assistant Chief of Personnel.
8. If results support reclassification, the Assistant Chief of Personnel returns report to Personnel Department for Personnel Committee action.
9. If results do not support a reclassification, Assistant Chief of Personnel contacts originating Division Head for additional support. Report is then returned to the Personnel Department with Department comments.
10. Personnel Committee reviews recommendation of study.
11. Personnel Committee decision is forwarded to City Manager.
12. City Manager reviews recommendations and forwards his recommendation to the City Council.
13. City Council reviews recommendation and informs Personnel Department of decision.
14. Personnel Department informs Assistant Chief of Personnel of final disposition.
15. Assistant Chief of Personnel informs originating division head of disposition and implements reclassification when indicated.