PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

POSITION RECLASSIFICATION

$MP105.09 \quad 04/06 - R$

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.