

Civil Service Rule IV: Classification Plan

Section 1. Preparation of Plan:

The Director shall prepare a classification plan, which shall provide for the establishment of standard titles, and a written definition for each class of position existing in the classified service, describing the duties and responsibilities characteristic of positions properly pertaining to the class, with examples of duties and setting forth knowledges and skills necessary for the successful performance of the tasks involved in the class.

Section 2. Adoption of Plan:

The classification plan shall be adopted by the Commission, after a public hearing open to any resident, officer, and employee of the City of St. Louis, and following such changes and amendments as the Commission deems desirable.

Section 3. Amendment of Plan:

Whenever there is a need to amend the classification plan, the Director shall submit his recommendation to the Commission for approval. However, whenever, in the opinion of the Director, there is urgent necessity for establishing a new class in the classification plan, or for revising an existing class, he may anticipate formal action of the Commission by adding the new class to, or revising an existing class, in the classification plan. Such action shall be subject to the approval of the Commission at a later meeting, or as soon thereafter as practical.

Section 4. Interpretation of Class Specifications:

The specifications of the various classes of positions in the classification plan, and in their various parts, shall have the following force and effect:

(a) The definitions are descriptive and not restrictive. They are intended to indicate the kinds of positions that should be allocated to the several classes as determined by their duties and responsibilities, and shall not be construed as declaring to any extent, or in any way, what the duties and responsibilities of any position shall be, or as limiting, or in any way modifying the power of any appointing authority to assign duties to, and to direct and control the work of, employees under his supervision. The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of similar kind or quality, nor shall the definition be held to exclude duties and responsibilities determined by the appointing authority to be reasonable assignments.

(b) In determining the class to which any position should be allocated, the definition of each class shall be considered as a whole. Consideration shall be given to the general duties, specific tasks, responsibilities, qualification requirements, and relations to other

classes, as together affording a picture of the kind of employment that the class is intended to embrace.

(c) Qualifications commonly required of incumbents of positions of different classes, such as acceptable physical condition, good character, honesty, sobriety, and industry, shall be deemed to be implied as qualification requirements for entrance to each class, even though they are not specifically mentioned in the specifications.

(d) The statement of necessary special qualifications in the specification, which comprises an enumeration of the licenses, registrations, or other legal qualifications required for the performance of the duties of the class, shall constitute a basis and source of authority for acceptance or rejection of applications for examinations for the class, and for the evaluation of the qualifications of applicants. In the event that such qualifications are not specifically stated in the class specifications, but do exist in State or City laws or ordinances, they shall have the same effect as if they had been set forth in the specifications.

Section 5. Allocation of Positions to Classes

The Director shall allocate each position in the classified service to its appropriate class, placing in each such class those positions which are substantially so similar with respect to difficulty, responsibility, and character of work as to require generally the same kind and amount of training and experience for proper performance and to merit approximately equal pay. In making such allocations, he shall provide for the uniform application of the classification plan to positions under different appointing authorities.

Section 6. Status of Incumbent of Position When Allocated:

When any position is allocated or is reallocated to a different class to correct an error in its previous allocation, the employee in such position shall be entitled to continue to serve therein, with the status and all the rights and privileges provided in Article XVIII and these rules, as though he had been appointed to the position occupied under the terms of Article XVIII, provided that he was legally occupying the initial position by regular appointment thereto. The provisions of this section shall also apply to all persons who are employed by any public utility or other governmental jurisdiction when they are transferred to the classified service of the City.

Section 7. Allocation of New Positions, Reallocations:

(a) Whenever a new position shall be created by an appointing authority, he shall notify the Director in the manner and on forms prescribed by the Director. The Director shall then allocate the position to one of the classes existing in the classification plan; or, if no suitable class exists, he shall establish one as provided in these rules, and allocate the position to it.

(b) Whenever the duties of a position are so changed that the position in effect becomes one of a different class from that to which it is allocated, such change shall operate to abolish the position and to create a new position of such different class after proper action by the Director.

(c) Whenever a position is reallocated to a class of position in a higher level in the same or a related series, the incumbent may be granted the same status in the higher class as he or she held in the former class if the following conditions are met:

1. The reallocation of the position is based upon the accretion of new duties and responsibilities and the incumbent was continuously employed in the position during such accretion of duties and responsibilities.
2. The added duties and responsibilities were related to and supplemented the original functions of the position.
3. There is evidence that such additional duties were assigned to the position solely to increase the efficiency of the City Service.

(d) Whenever a position is reallocated to a class of position in a lower level in the same or a related series, the incumbent may be granted the same status in the lower class as he or she held in the former class. The employee may be placed on an appropriate reemployment list at the discretion of the Director.

Section 8. Hearings on Appeal from Allocations:

If an employee believes that his position has been improperly allocated, he may protest the allocation by presenting his reasons therefor upon such forms or documents as the Director may prescribe. The Director or any person designated by him may hold a special hearing, either formal or informal, to determine the facts of each case and the Director shall make his decision on the basis of the written statements and forms submitted by the employee, and on the facts brought out in the hearing.

Section 9. Use of Titles:

The title of each class shall be the official title of every position allocated to the class, for all purposes of having to do with the position as such, and shall be used to the exclusion of all others on all payrolls, budget estimates, personnel forms, provided that any abbreviation or code symbol approved by the Director may be used to designate the class, and, provided further that any other title satisfactory to the appointing authority may be used in official correspondence, and in any other connection not having to do with the personnel processes covered by Article XVIII.

Section 10. Effect of Classification on Payment of Salaries:

(a) No person shall be employed or paid in any position until the class of such position has been determined by allocation of the position by the Director to its appropriate class.

(b) No employee shall be appointed, employed, or paid under any title other than that of the class to which the position occupied by him is allocated

Section 11. Integrity of Classification Program

Reallocation to a higher graded class shall not be used to frustrate or bypass the competitive procedures of Rule VI with respect to promotional examination, except to correct errors or to provide equity due to gradual accretion of higher level duties or responsibilities not due to planned management action. Employees with authority to assign duties or responsibilities who purposely assign such with the intent of having a particular employee promoted through subsequent classification action shall subject themselves to penalties under Rule II or IX, as appropriate.

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