

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	5-1
		Original Adoption	02-09-1987
		Revision #	9
		Last revision date	October 2015
Section Title	Classification and Compensation		
Subject	Position Classification/Position Description		

Numerical grades are provided for each job classification that references the annual pay scale matrix. Compensation is in accordance with job responsibilities.

Position Classification

Position Title and pay grade will be determined from a written position description in which duties, responsibilities, and requirements are detailed. It is the responsibility of the Human Resources Director to determine appropriate pay grade and position title with a final determination made by the City Manager.

Job Description

Every regular full and part-time employee working for the City of Helena will have a written position description. It is the responsibility of the supervisor and department head to establish position descriptions for all employees under their supervision. The position description is a description of the major duties and responsibilities of the position and is updated periodically.

Every regular full and part time employee will sign and be provided a copy of their position description.

Requirements for Commercial Drivers License

Position descriptions should reflect which positions require a Commercial Drivers License and are therefore subject to U.S. Department of Transportation (USDOT) and the City of Helena's FTA & FMCSA Drug & Alcohol Policy.

The following positions have been identified as requiring a commercial driver's license:

- Bus Drivers and Bus Driver/Dispatchers
- Drivers of on-road heavy equipment
- Drivers of solid waste collection trucks
- Employees transporting hazardous materials
- Mechanics working on CDL covered equipment

Reclassification of employees

Requests for reclassifications are due to the Human Resources office by the date specified in the e-mail from the Human Resources Director (usually end of December or beginning of January). It is the responsibility of the City Manager and Human Resources Director to make the final determination of title and pay. Reclassifications are generally implemented effective July 1st. Employees reclassified will make any eligible step change on July 1st and then be reclassified at that step in the new grade. As an example, if the employee were at step 3 of their current grade, they would move to step 4 on July 1st and then be placed at the appropriate step of their new grade.

Reclassifications due to salary survey or market adjustments may or may not include the step increase as described above. Employee will generally be placed at a step for the new grade that gives them at least the amount of increase due to any step increase at the old grade.