



Approved by Garrett Evans  
City Manager

**Subject:** Classification Series

**Purpose:**

To implement Personnel Rule 3.5 – Reclassification, which states in part “positions within a class series may be allocated by the City Manager to the appropriate class.”

**Procedure:**

The Human Resources Director is assigned the responsibility of recommending to the City Manager those classifications that should be assigned to a class series. (This includes adding and removing classifications from a class series.)

The City Manager is responsible for receiving the Human Resources Director's recommendations and accepting, denying, or modifying the recommendations. Such approvals are then forwarded to the Human Resources Director who shall maintain a current listing of classifications assigned to a class series.

Class Series:

As of June 22, 2021, the following classifications are assigned to a class series:

- A. Code Enforcement Officer I, Code Enforcement Officer II
- B. Customer Service Representative, Account Clerk, Accounting Technician
- C. Accountant I, Accountant II
- D. Administrative Analyst I, Administrative Analyst II, Senior Administrative Analyst
- E. Assistant Planner, Associate Planner, Senior Planner
- F. Assistant Engineer and Associate Engineer
- G. Combination Building Inspector, Senior Combination Building Inspector
- H. Community Services Specialist, Lead Community Services Specialist
- I. Electrical Technician Apprentice, Electrical Technician, Lead Electrical Technician
- J. Environmental Health Specialist I, Environmental Health Specialist II
- K. Engineering Technician I, Engineering Technician II
- L. Financial Analyst, Senior Financial Analyst

**City Manager's Office**  
**Administrative Order No: 020**  
**Issued: 09/03; Updated: 9/19; 12/20; 6/21**

- M. Housing Program Analyst I, Housing Program Analyst II and Senior Housing Program Analyst
- N. Human Resources Analyst, Senior Human Resources Analyst
- O. Information Technology Analyst I, Information Technology Analyst II, Senior Information Technology Analyst
- P. Maintenance Helper, Maintenance Aide
- Q. Maintenance Assistant, Maintenance Worker I – Environmental Services, Maintenance Worker II – Environmental Services, Maintenance Lead Worker – Environmental Services
- R. Maintenance Assistant, Maintenance Worker I – Facilities and Utilities, Maintenance Worker II – Facilities and Utilities, Maintenance Lead Worker – Facilities and Utilities
- S. Office Assistant, Administrative Assistant, Administrative Specialist, Administrative Coordinator
- T. Police Evidence Technician I, Police Evidence Technician II
- U. Police Officer Trainee, Police Officer
- V. Police Records Clerk, Lead Police Records Clerk
- W. Recreation Leader I, Recreation Leader II, Recreation Leader III
- X. Redevelopment Project Manager, Senior Redevelopment Project Manager
- Y. Utility Maintenance Worker, Utility Lineworker, Utility Technician
- Z. Water Plant Apprentice Operator, Water Plant Operator
- AA. Water Instrument Maintenance Technician I, Water Instrument Maintenance Technician II
- BB. Water Maintenance Mechanic I, Water Maintenance Mechanic II
- CC. Water Quality Analyst I, Water Quality Analyst II

All other classifications are not assigned to a class series.