

CITY OF WEST ALLIS CLASSIFICATION REVIEW PROCESS

The following information outlines the City's process for job evaluation and classification review:

The City's job classification system was developed with assistance of Carlson Dettmann Consulting, LLC using the firm's Point Factor Job Evaluation System, and the City contracts with the firm for system maintenance. Whenever the City creates a new position, or there is a significant change in a position's duties, the evaluation process is as follows:

When a new position is created, the Department Head shall complete a Job Description Questionnaire and submit it to the Human Resources Department for review. As soon as the Department Director and the Human Resource Department agree on a final JDQ, Human Resources Director shall submit the JDQ to the Consultant for an evaluation and pay grade recommendation. Following discussion of that recommendation, the Human Resources Director shall submit a recommendation to the City Administrator for submission to the City Council.

It also is understood the duties assigned to a current position can change overtime, resulting from either a logical and gradual change or a sudden change due to re-organization within a department. The City's evaluation process for each of these circumstances is as follows:

If changes in duties are substantial, sudden, and the result of a re-organization within a department, then the process detailed above shall be followed.

If changes in duties are substantial and the result of logical and a more gradual change in responsibilities, then, in July of each year, any employee may request a classification review as follows:

1. The employee shall complete a classification review form. The form must include an explanation of how the employee's job has changed significantly since preparing the most recent Job Description Questionnaire (JDQ). In addition, the employee must attach a copy of their original JDQ, with any changes indicated on the JDQ. Changes can either be shown in handwriting, or if the employee uses the electronic form of the JDQ, changes should be made very clear using underlining or some other demarcation.
2. The Department Head will review the information provided by the employee, certify that it is factual and correct, or indicate any areas of inaccuracy or concern. The Department Head shall submit the review request to the Human Resource Director. Provided the Human Resource Director concurs that the changes in duties or both significant and reasonably stable, then the Human Resources Director shall submit the review request to the Consultant for evaluation.
3. The Consultant will discuss each review request with the Human Resource Director, and based upon this review and discussion, the Consultant will make a recommendation on each review to the City no later than August 15.
4. The final decision on all appeals, including response to the appellant, will be the responsibility of the City and shall take effect the following January 1.

**CITY OF WEST ALLIS
EMPLOYEE CLASSIFICATION REVIEW FORM**

Name: _____
Date: _____
Title: _____
Department: _____
Signature: _____

I believe this position should be evaluated for classification because:

Department Head Review Section:

Comments:

Name

Position Title

Date