

JOB EVALUATION AND CLASSIFICATION

Purpose

The City of Rochester is committed to maintaining a job evaluation and classification system that provides for competitive pay ranges, comparable work value between jobs, and appropriate classification of exemption status in compliance with Minnesota Statute 471.994 and the Fair Labor Standards Act.

Job Descriptions

The duties, responsibilities, and job requirements of all City jobs are documented within a job description. Job descriptions are necessary to:

- Identify essential job functions
- Provide job information that can be used in the recruitment and selection process
- Evaluate and classify a job to ensure equitable compensation relationships and exemption status
- Provide job information to evaluate external labor market competitiveness

The Human Resources Department is responsible for preparing, updating, and maintaining job description records.

Job Evaluation

In compliance with Minnesota Statute, the City utilizes a job evaluation system to determine comparable worth of the work performed within each job classification and to ensure equitable compensation relationships are maintained. The Human Resources Department is responsible for the administration of this job evaluation system and no job classification may be established, filled, or reclassified without undergoing evaluation through this system.


Requests for New Positions

A request to establish a new job classification shall be submitted to the Human Resources Department. Generally, requests to establish new classifications occur only after an annual budget process yields approval of new position(s). In all cases, requests for new job classifications must have necessary budgetary approval(s) before posting or filling a position.

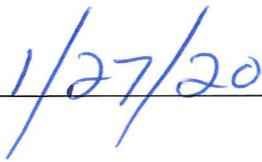
FLSA Classification

The Fair Labor Standards Act (FLSA) provides for overtime pay for hours worked in excess of 40 hours in a workweek. Certain positions are exempt from the requirement of overtime pay including those that meet the established criteria for executive, administrative, or professional positions. Employees exempt from FLSA are paid on a salary basis and expected to work the hours necessary fulfill the duties and responsibilities of the position. The determination of the appropriate FLSA classification for a position is the responsibility of the Human Resources Department.

Revised and approved by the City Administrator:



Steve Rymer



Date

This policy is adopted from the previous policy *Promotions, Reclassifications, Reassignments, Transfers, and Demotions* – created on 8/17/09. Title change and content modifications approved January 2020.