

**PERSONNEL POLICIES AND GUIDELINES
CITY OF CLAY CENTER, KANSAS**

ARTICLE B. POSITION CLASSIFICATIONS

B-1. Objectives and Purpose. Position classification is a system of identifying and describing different kinds of work in the organization in order to permit equal treatment in employment practices and compensation. Each City position shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class, which may include either a single position or two or more positions.

B-2. Job Descriptions. Each position shall have a concise descriptive title, a description of the essential and marginal functions (tasks) of the position and statement of the qualifications for filling such positions. Such descriptions shall be approved by the Governing Body and shall be kept on file in the Office of the City Clerk and shall be open to inspection by any interested party during regular office hours.

B-3. Maintenance of the Classification Plan. It shall be the duty of each department head to report to the Governing Body any and all organizational changes which will significantly alter or affect changes in existing positions or proposed positions. The Governing Body shall approve all new or revised job descriptions and classifications for such positions.