

ORDINANCE #90

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF A CLASSIFICATION PLAN FOR CITY EMPLOYEES OF THE CITY OF BETHEL, ALASKA, AND ITS CODIFICATION WITHIN THE BETHEL CODE OF ORDINANCES AS SECTION 2.50.

2.50.0101. ESTABLISHMENT OF CLASSIFICATIONS.

The classifications set forth in this section are established, adopted, and shall be administered by the Personnel Committee of the City Council, in accordance with Section 2.48.020 of the City's Code of Ordinances. A class specification is to be assigned each City employee. Class specifications are intended to be descriptive and explanatory relative to defining classes rather than prescribing restrictions. The various sections of such specifications shall be interpreted as follows:

(A.) Occupational Index.

The specific classification prescriptions are preceded by an index of class codes and titles listed under broad occupational categories. The class codes are not continuous numbers thereby allowing the City to include new classes as they become necessary as a result of organizational staffing pattern changes by the City. The class codes are to serve only as a way in which to identify a particular class title and to locate such class within an occupational series. Such class codes are not comparable to, or related with, pay rates described within the City's Compensation Plan (Section 2.52.020).

(B.) Class Title.

The class titles listed in conjunction with class codes are intended to provide a brief descriptive title for positions listed under specific occupational categories. Class titles may be used by the City when preparing personnel reports, payroll, or other related forms and reports associated with personnel matters of the City.

2.50.020. CLASS CODES AND TITLES.

CLERICAL, FISCAL AND ADMINISTRATIVE

(000) General Clerical

<u>Class Code</u>	<u>Class Title</u>
001	Receptionist I
002	Receptionist II
003	Clerk Typist I
004	Clerk Typist II
005	Clerk Typist III
006	Secretary I
007	Secretary II
008	Secretary III

(100) Fiscal Control

<u>Class Code</u>	<u>Class Title</u>
101	Account Clerk I
102	Account Clerk II
103	Account Clerk III
104	Bookkeeper I
105	Bookkeeper II
106	Bookkeeper III
107	Accountant I
108	Accountant II
109	Accountant III
110	Assistant City Finance Director

(200) Legal and Judicial

<u>Class Code</u>	<u>Class Title</u>
201	Assistant City Attorney I
202	Assistant City Attorney II
203	Assistant City Attorney III

(300) General Administrative

<u>Class Code</u>	<u>Class Title</u>
301	Assistant City Clerk I
302	Assistant City Clerk II
303	Assistant City Clerk III
304	Administrative Assistant I
305	Administrative Assistant II
306	Administrative Assistant III
307	Assistant City Manager

(400) Planning

<u>Class Code</u>	<u>Class Title</u>
401	Urban Planner I
402	Urban Planner II
403	Urban Planner III

(500) Inspection

<u>Class Code</u>	<u>Class Title</u>
501	Building Inspector I
502	Building Inspector II
503	Building Inspector III

PUBLIC SAFETY

(600) Police

<u>Class Code</u>	<u>Class Title</u>
601	Police Officer (Probationary)
602	Police Officer I
603	Police Officer II
604	Police Officer III
605	Police Sargeant
606	Investigator I
607	Investigator II
608	Investigator III
609	Assistant Police Chief

(700) Municipal Jail

<u>Class Code</u>	<u>Class Title</u>
701	Correctional Officer I
702	Correctional Officer II
703	Correctional Officer III
704	Assistant Superintendent
705	Superintendent

(800) Fire

<u>Class Code</u>	<u>Class Title</u>
801	Emergency Medical Technician I
802	Emergency Medical Technician II
803	Emergency Medical Technician III
804	Emergency Medical Services Coordinator
805	Fire Fighter I
806	Fire Fighter II
807	Fire Fighter III
808	Assistant Fire Chief

(900) Animal Control

<u>Class Code</u>	<u>Class Title</u>
901	Animal Caretaker I
902	Animal Caretaker II
903	Animal Caretaker III
904	Animal Control Agent I
905	Animal Control Agent II
906	Animal Control Agent III

PUBLIC WORKS

(1000) Administrative

<u>Class Code</u>	<u>Class Title</u>
1001	Assistant Public Works Director

(1100) Vehicle and Heavy Equipment Maintenance

<u>Class Code</u>	<u>Class Title</u>
1101	Mechanic I
1102	Mechanic II
1103	Mechanic III
1104	Vehicle and Heavy Equipment Maintenance Foreman

(1200) Building Maintenance

<u>Class Code</u>	<u>Class Title</u>
1201	Janitor I
1202	Janitor II
1203	Janitor III
1204	Building Maintenance Specialist I
1205	Building Maintenance Specialist II
1206	Building Maintenance Specialist III
1207	Building Maintenance Foreman

(1300) Utility Services

<u>Class Code</u>	<u>Class Title</u>
1301	Garbage Truck Driver's Assistant I
1302	Garbage Truck Driver's Assistant II
1303	Garbage Truck Driver's Assistant III
1304	Sanitation Truck Driver's Assistant I
1305	Sanitation Truck Driver's Assistant II
1306	Sanitation Truck Driver's Assistant III
1307	Water Truck Driver's Assistant I
1308	Water Truck Driver's Assistant II
1309	Water Truck Driver's Assistant III
1310	Garbage Truck Driver I
1311	Garbage Truck Driver II
1312	Garbage Truck Driver III
1313	Sanitation Truck Driver I
1314	Sanitation Truck Driver II
1315	Sanitation Truck Driver III
1316	Water Truck Driver I
1317	Water Truck Driver II
1318	Water Truck Driver III
1319	Pumphouse Operator I
1320	Pumphouse Operator II
1321	Pumphouse Operator III
1322	Utility Services Foreman

(1400) Streets and Roads Maintenance

<u>Class Code</u>	<u>Class Title</u>
1401	Streets and Roads Maintenance Specialist I
1402	Streets and Roads Maintenance Specialist II
1403	Streets and Roads Maintenance Specialist III
1404	Streets and Roads Maintenance Foreman

(1500) Parks and Recreation

<u>Class Code</u>	<u>Class Title</u>
1501	Parks and Recreation Aide I
1502	Parks and Recreation Aide II
1503	Parks and Recreation Aide III
1504	Park Maintenance Specialist I
1505	Park Maintenance Specialist II
1506	Park Maintenance Specialist III
1507	Parks and Recreation Leader I
1508	Parks and Recreation Leader II
1509	Parks and Recreation Leader III
1510	Parks and Recreation Supervisor

SOCIAL, ECONOMIC, CULTURAL

(1600) Museum

<u>Class Code</u>	<u>Class Title</u>
1601	Museum Clerk I
1602	Museum Clerk II
1603	Museum Clerk III

(1700) Alcohol Treatment

<u>Class Code</u>	<u>Class Title</u>
1701	Health Aide I
1702	Health Aide II
1703	Health Aide III
1704	Health Aide Counselor I
1705	Health Aide Counselor II
1706	Health Aide Counselor III
1707	Vocational Rehabilitation Counselor I
1708	Vocational Rehabilitation Counselor II
1709	Vocational Rehabilitation Counselor III
1710	Assistant Director

2.50.030. CLASS SPECIFICATIONS.

Each class specification of the City is set forth as follows:

(A.) Nature of Work.

This section may include a description of the technical difficulty of the work, degree of independence, supervision given and received, and other functions which relate to adequately describing the duties and responsibilities of the work.

(B.) Illustrative Examples of Work.

This section may list examples of tasks which are a fundamental part of the positions of the class. In addition, examples may be shown which further delineate the range of duties to be performed by employees in the class. This section is not intended to limit the duties assigned employees within a particular class. It is only intended to provide a more specific description of the types and duties assigned to positions of the class.

(C.) Requirements of Work.

This section is intended to describe the type of experience and training required by an employee assigned to positions of the class and abilities and skills necessary for adequately implementing the work of a class. This section is not intended to identify and describe specific qualifications of present employees.

(D.) Necessary Special Requirements.

This section is intended to describe classes where legal or special provisions are required such as licenses as a conditions of employment.

2.50.040. CLASSIFICATION DESCRIPTIONS.

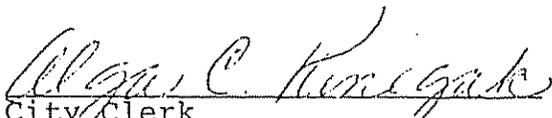
Class specifications shall be described in accordance with the aforementioned subparagraphs (A.) through (D.) under Class Specifications (2.50.030), and are to be included and made a part of the City's Classification Manual. (Any one class specification may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of the class specifications.)

PASSED AND APPROVED, this 24th day of January, 1977.



Mayor

Attest:



City Clerk

Posted:

First Reading:

Second Reading: