

Reply to Common Council File No. 020343

From DOA-Budget and Management Division

June 17, 2002

Ref: 02034(10)

Common Council File No. 020343 is a communication from the Department of Employee Relations (DER) providing a current list of pending classification studies. The list provides an overview of those studies in progress and those on hold due to the classification study freeze initiated by the Finance and Personnel Committee in February of 2001. At that time, the DER and departments received direction from the committee to proceed only with studies of new positions, those required by collective bargaining, title change only requests, and those with projected savings.


The list indicates the following:

- Studies for 21 job classifications affecting 244 positions are in progress.
- Studies for 60 job classifications affecting 188 positions are currently on hold.

This list only includes studies that have been formally submitted to the DER. It is likely that departments are holding additional classification studies internally, due to the classification study freeze.

**Should the committee decide to continue the classification study freeze, a mechanism for exceptions should be built into the review process so as not to compromise the integrity of the civil service system.** All classification study requests should be reviewed on a case by case basis by DER. Where appropriate, DER should recommend exceptions to the freeze to accommodate studies for positions that clearly have responsibilities outside of their current classification.

**RECOMMENDATION: PLACE COMMON COUNCIL FILE NO. 020343  
ON FILE.**

  
Jennifer C. Gonda  
Budget and Management Analyst - Sr.

JCG:jcg

FINANCE: 020343sr.doc