

## **2-07/080.25 - Classifications Unit**

This Unit has the following responsibilities:

- conduct Department classification studies;
  - review and approve duty statements for the annual budget allocation process;
  - review and process all special pay requests;
  - review all requests for administrative reassignments and voluntary demotions;
  - conduct sworn bonus studies;
  - act as a liaison with the Chief Executive Office involving classification issues; and
  - revise and create classification specifications.
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