## 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;

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- · act as a liaison with the Chief Executive Office involving classification issues; and
- revise and create classification specifications.

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