

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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