



# CITY OF HOUSTON

## Administrative Procedure

Subject: **Classified Personnel Ordinance Amendment Procedure**

A.P. No:

**3-1**

Effective Date:

**October 27, 2011**

### 1. AUTHORITY

1.1 Article VI, Section 7a, of the City Charter of the City of Houston.

### 2. PURPOSE

2.1 To provide the Fire and Police Departments with a procedure to amend their Classified Personnel Ordinance authorizing staffing changes in service demand levels, management improvements or departmental reorganizations.

### 3. OBJECTIVE

3.1 To establish clear, consistent procedures for the preparation, submission and processing of amendments to the existing Classified Personnel Ordinance that create, delete or change classified personnel classifications and/or positions.

### 4. DEFINITIONS

*Classified Personnel Ordinance* – The Police and Fire Departments' approved list of classified job titles and positions as enacted by the Mayor and City Council.

*Classified Personnel Ordinance Amendment* – A change, addition, or deletion to an approved Classified Personnel Ordinance. All amendments to the Classified Personnel Ordinance shall be consistent with any provisions of the Texas Local Government Code, Chapter 143, and any relevant labor agreement and must be approved by the Mayor and City Council.

### 5. SCOPE

5.1 This procedure is applicable to the Police and Fire Departments when requesting amendments to the Classified Personnel Ordinance.

### 6. RESPONSIBILITIES

6.1 The Fire Chief and Chief of Police are responsible for determining the need to change the Classified Personnel Ordinance and for initiating any requests to amend the ordinance.

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- 6.2 The Fire and Police financial offices are responsible for determining and reporting the potential budget impact of any proposed amendments.
- 6.3 The Human Resources Department, Salary Administration Division, is responsible for the preparation and processing of the Request for Council Action (RCA) and any related exhibits for the Classified Personnel Ordinance and amendments.
- 6.4 The Finance Department is responsible for verifying the potential budgetary effect of any proposed amendment(s).
- 6.5 The Legal Department is responsible for creating the ordinance amendment to the Classified Personnel Ordinance, and its submittal to the Agenda Office and City Secretary for placement on the City Council agenda.
- 6.6 The Mayor and City Council are responsible for final approval of any amendments to the Classified Personnel Ordinance.

## 7. PROCEDURES

- 7.1 The respective Fire or Police Chief shall send a request to the Human Resources Department, Salary Administration Division, to determine the feasibility of an amendment to the Classified Personnel Ordinance, along with an assessment of the impact of the changes on the current budget (see Section 9 Appendix A for illustration).
- 7.2 The Human Resources Department will prepare the required RCA and exhibit(s) as needed in accordance with Administrative Procedure 2-1, Placing Items on the City Council Agenda. The RCA must be signed by the Human Resources Director or designee, and then forwarded to the requesting department for signature.
- 7.3 The requesting department will obtain signature by the respective Fire or Police Chief and return the original signed RCA and exhibit(s), if any, to the Human Resources Department for forwarding to the Finance Department.
- 7.4 The Finance Department shall review the requesting department's amendments for availability of City and departmental funds and shall provide signature, as appropriate. A copy of the RCA will then be forwarded to the Legal Department, while the original signed RCA will be returned to the Human Resources Department.
- 7.5 The Legal Department will complete preparation of the proposed ordinance amendment to the Classified Personnel Ordinance.
- 7.6 If, at any time, in this process clarification or additional information is needed on the proposed amendment(s), the requesting department shall be notified promptly. In turn, the requesting department shall promptly provide the clarification or additional information or discontinue the request. If a revision is needed to the proposed amendment(s), the process may start over.
- 7.7 When final processing of the proposed ordinance amendment to the Classified Personnel Ordinance is completed, the Legal Department shall forward the Ordinance, exhibit(s) and any supporting documentation to the City Secretary along with copies to the Agenda Office. The Human Resources Department shall forward the original signed RCA to the Agenda Office.

## 8. CONFLICT AND REPEAL

- 8.1 This Administrative Procedure supersedes Administrative Procedure 3-1, Personnel Ordinance Procedure, signed November 14, 1983, which shall be of no further force or effect.

## 9. APPENDIX A – Classified Personnel Ordinance Amendment Procedure

Please include the following information when preparing the memo to determine the fiscal impact, organizational goals and service demands of the proposed ordinance amendments:

- 9.1 List of positions to be added, deleted or changed by job classification;
- 9.2 The total number of current ordinated and budgeted positions based on departmental records;
- 9.3 Indicate the changes in the number of positions currently ordinated and those being proposed;
- 9.4 Determine the biweekly cost of the positions changed or added;
- 9.5 Positions currently budgeted, but not yet ordinated, are considered to have already provided the following justification; however, please note this on the memo. For each position added, changed, or deleted, but not currently budgeted, provide adequate justification which should include:
  - 9.5.1 The reason for the proposed Classified Personnel Ordinance amendment;
  - 9.5.2 Quantify the impact of the proposed change(s) on the current service levels;
  - 9.5.3 Quantify the impact of the proposed change(s) on the current or proposed budget;
  - 9.5.4 Specify the program or organizational improvements anticipated from the proposed change(s).