

## Informational Item – Proposed Addition to Civil Service Rules

### Flexible Staffing

Flexible staffing is a commonly used administrative tool that recognizes positions where the organizational need for assigning work spans more than one classification level. The most common flexible staffing pattern consists of a trainee and a journey level. In a flexibly staffed position, an employee may be initially appointed to one classification level (usually the entry level), and then be promoted to the next level (usually the journey level) without a competitive process.

Flexible staffing would allow the city the flexibility to hire employees at the entry level or the journey level depending upon applicant qualifications and staffing needs as well as the ability to recruit at a lower level and then train staff when unable to recruit at the Journey level.

After gaining the experience and knowledge to perform the full range of journey-level tasks and fulfilling any special requirements for the journey level, the employee could reasonably expect to progress to the journey level based upon the judgment of management, however this is not a guarantee in all cases. In order for a promotion to occur an evaluation would need to be completed that documents that the employee meets the qualifications for the next level and that their performance at their current level is satisfactory or better.

#### **Move to Article IV. Position Classifications – Draft language for Civil Service Rules**

The following classifications qualify for flexible staffing and will be allocated at Journey level:

Administrative Technician II  
Assistant City Attorney II  
Deputy Assistant Attorney II  
Permit Tech III  
Planner III  
Program Specialist II  
Public Works Maintenance Worker II

After gaining the experience and knowledge to perform the full range of journey-level tasks and fulfilling any special requirements for the journey level, the employee in the classification series can reasonably expect to progress to the journey level based upon the judgment of management, however this is not a guarantee in all cases. In order for a promotion to occur an evaluation would need to be completed that documents that the employee meets the qualifications for the next level and that their performance at their current level is satisfactory or better.

#### **Move under Definition**

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