

<b>Subject:</b> Flexible Staffing	<b>Number:</b> 2-10
	<b>Date Issued:</b> December 1, 1998 <b>Date Revised:</b>
<b>Responsible Department:</b> DAS—Human Resources	<b>Approved:</b>

## Purpose

To establish uniform guidelines for flexibly staffed classes.

## Policy

Flexible-staffing is used to designate classes in a promotional series in which both the entry and journey level classes are assigned the same kinds of duties, the difference being the range of duties performed, the level of skill required, and the amount of supervision received.

Flexible-staffing allows departments to hire at the lower level class in the series, provide on-the-job training, and to promote to the next higher level in the series through a non-competitive examination process, once the full range of duties is being performed.

## Procedures

In order for classes to be designated as flexibly staffed, the following criteria must be met:

1. The lower level class must be entry-level, requiring limited job skills, while the higher level class must be the full journey/working level in the series.
2. The two levels should be assigned the same type of duties and responsibilities permitting the various tasks to be assigned incrementally with employees in the lower level class initially assigned a limited range of duties to be performed under close supervision. As experience is gained, assignments cover a wider range and a higher level of duties.
3. By the time the experience requirement for promotion is met, the full range of duties should have been assigned, requiring a minimum of supervision. At this time, if the employee is able to satisfactorily perform the full range of duties, he/she should be given a non-competitive examination for promotion to the higher class. If the employee is not able to perform the full range of duties, he/she should be terminated.

An employee serving in a flexibly staffed position may be promoted, upon the recommendation of the appointing authority, from the entry-level class to the experienced working-level class in the same class series. Promotion is accomplished through a non-competitive examination when the employing department certifies that the incumbent meets the minimum requirements, has completed the probationary period, is performing satisfactorily at the higher level, and no

budgetary limitations exist on the number of positions that can be filled at the highest level in the flex-staffed series.

Subject to any budgetary restraints, departments are to request that the employee be given a non-competitive examination when the above requirements are met. If an employee is not recommended for promotion when he/she is eligible, he/she should be advised by the employing department of the reasons why the promotion is not being recommended and of the improvements needed before promotion is recommended.

The experience requirements for promotion to the higher level class may be met in part by experience gained outside the City service, but in no event shall outside experience be counted toward more than one-half of the experience requirement. When outside experience is used to meet the minimum qualifications, documentation of the outside experience must be submitted to Human Resources for approval.