

Memorandum



CITY OF DALLAS

DATE January 23, 2023

TO Honorable Members of the Government Performance and Financial Management Committee: Cara Mendelsohn (Chair), Gay Donnell Willis (Vice Chair), Tennell Atkins, Adam Bazaldua, Adam McGough, Paul Ridley, Chad West

SUBJECT **Position Classification Action Process**

This memorandum provides an overview of the Classification Action Process (CAF) at the City of Dallas, in response to questions raised during a prior GPFM Committee Meeting.

An organization's jobs are regularly updated to ensure alignment with the market and business needs. The CAF provides for changes to budgeted civilian positions, including position upgrades, downgrades, and reclassifications. Department directors may request updates due to changes to the responsibilities of an individual or position, changes in a department's function, or departmental restructure.

The CAF is a document that includes the information needed to reclassify a position and required approvals. The following provides details regarding the CAF process:

- To complete the CAF, the requester must include information such as changes to the position responsibilities and scope, a business justification for the requested change, budget impact, and an updated or new job description.
- Departments can submit CAFs to request changes in job classifications from October 1st to April 1st of each fiscal year.
- The process includes approvals by the appropriate Director, Deputy City Manager or Assistant City Manager, Budget & Management Services, and Human Resources Compensation staff.
- Budget and Management Services determines whether all proposed CAF changes are financially sustainable in the current and future fiscal years by comparing the proposed change to the department's annual budget appropriation.
- For requests concerning vacant positions, the department may immediately recruit for the position following the CAF approval.
- All approved classification action changes are included in the annual Position Classification Allocation (PCA) document submitted to Council with the annual budget.

DATE January 20, 2023
SUBJECT **Position Classification Action Process**

The table below describes the standard service level agreement (SLA) for CAF approval.

Action	Time to Complete
Initiate (department responsibility)	
Department Director review	5 Business Days
Deputy/Assistant City Manager or Chief review	5 Business Days
Budget & Management Services review	3 Business days
HR Compensation review	3 Business days*
HR Director or Assistant Director Review	Included in HR Compensation review time to complete

*Process may take up to 2 business weeks if the form is requesting a new title be created; job description review, time to collect relevant market data and make recommendations on title and grade. Delays may occur due to incomplete information, missing signatures, or incorrect routing.

If you have questions, please contact Nina Arias, Director of Human Resources or Janette Weedon, Director of Budget & Management Services.



Jack Ireland
Chief Financial Officer

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billierae Johnson, City Secretary
Preston Robinson, Administrative Judge
Jon Fortune, Deputy City Manager
Kimberly Bizer Tolbert, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors