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**Classification Series**

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- I. **Purpose.** To establish class series for the purpose of personnel administration.
- II. **Background.** The City of Pinole Personnel Rules involve the use of class series for personnel administration. The practice of the City of Pinole is that the Human Resources Director is assigned the responsibility of recommending to the City Manager those classifications that should be assigned to a class series. (This includes adding and removing classifications from a class series.) The City Manager is responsible for considering the Human Resources Director's recommendation and approving class series. The Human Resources Director shall maintain a current listing of classifications assigned to a class series.
- III. **Personnel Rule 3.5 - Reclassification**, which states in part "positions within a class series may be allocated by the City Manager to the appropriate class."
- IV. **Procedure.** As of the approved date, the following classifications are assigned to a series:
  - a. Accountant; Senior Accountant
  - b. Accounting Technician, Accounting Specialist
  - c. Building Inspector I; Building Inspector II
  - d. Cable Access Technician; Cable Access Coordinator
  - e. Code Enforcement Officer I; Code Enforcement Officer II
  - f. Cook; Food Services Specialist
  - g. Dispatcher; Lead Dispatcher
  - h. Human Resources Technician; Human Resources Specialist
  - i. Junior Engineer; Assistant Engineer; Associate Civil Engineer
  - j. Laboratory Analyst I; Laboratory Analyst II
  - k. Laboratory Technician I; Laboratory Technician II
  - l. Permit Technician I; Permit Technician II; Permit Technician III
  - m. Project Manager; Senior Project Manager

**Classification Series**

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- n. Public Works Maintenance Worker; Public Works Senior Maintenance Worker
- o. Wastewater Treatment Plant Maintenance Mechanic; Wastewater Treatment Plant Senior Maintenance Mechanic
- p. Wastewater Treatment Plant Operator In Training; Wastewater Treatment Plant Operator; Wastewater Treatment Plant Senior Operator

All other classifications are **NOT** assigned.