

CLASSIFICATION PLAN

(Revised Specifications for--
Large book located in third
draw from the vault in City
Clerk's Office)

The City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 760

No. 548 AN ORDINANCE ESTABLISHING A CLASSIFICATION PLAN FOR
THE CITY OF PROVIDENCE, AND REPEALING CHAPTER 1209, APPROVED
SEPTEMBER 23, 1943.

Approved August 7, 1953

Be it ordained by the City of Providence:

SECTION 1: The classification of positions in the City service set forth in that classification plan dated July 16, 1953, as submitted to the City Council by the Mayor is hereby incorporated and adopted as Section 1 of this Ordinance.

SECTION 2: Said classification plan with any amendments thereto shall at all times remain on file in the office of the City Clerk and shall be open to public inspection as a public record.

SECTION 3: On and after August 10, 1953, all persons employed by the City of Providence, except officials elected by the people; officials appointed by the Mayor or elected by the Council; officers and employees of the School Department; executive officers of boards and commissions; election officials; persons paid by fee; employees of the North Burial Ground Commission; employees of the Commissioners of the Charles H. Smith Estate; student nurses at the Charles V. Chapin Hospital shall be assigned to classes of positions as hereinafter provided; and no salary, wage, or other compensation shall be paid to anyone not employed in accordance with the provisions herein prescribed.

SECTION 4: All positions in the City service other than those specifically exempted in Section 3 shall be deemed to be in the classified service. Each position in the classified service shall be allocated to the class provided in the classification plan established herein by Section 1 which most accurately embraces the duties and responsibilities required by the position. Allocations shall be made by the head of each department or the chairman of each board or commission with the approval of the Finance Director, and in case of disagreement between the department head and the Finance Director, final decision shall be made by the Mayor.

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SECTION 5: On and after August 10, 1953, no person may be appointed to a position in the classified service unless he possesses the minimum qualifications prescribed for the position in the classification plan as established in Section 1 hereof. The head of the department making the appointment shall file with the Personnel Director, at least three days before the appointment of any person to a position in the classified service, on forms to be provided by him, a written statement of the appointee's qualifications for the particular position to which the person is appointed, and said written statement shall be deemed a public record and open for public inspection.

SECTION 6: The titles assigned to positions by their allocation to the classes established by the classification plan shall be used in all personnel, accounting, budget, appropriation and financial records of the City.

SECTION 7: The Mayor may, with the approval of the City Council, divide, create, abolish or otherwise revise classes of positions as he shall deem necessary.

SECTION 8: This Ordinance shall take effect and become operative as of August 10, 1953.

IN CITY COUNCIL

JUL 16 1953
First Reading Read and Passed
Referred to Committee on
FINANCE

Everett Whelan
Clerk

IN CITY
COUNCIL

AUG 6 - 1953

FINAL READING
READ AND PASSED

Thomas H. Hume
PRESIDENT
Everett Whelan
CLERK

APPROVED

AUG 7 1953

Walter H. Reynolds
MAYOR

FILED

JUL 13 3 32 PM '53

**CITY CLERK'S OFFICE
PROVIDENCE, R.I.**

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