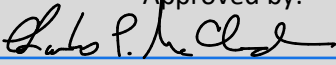


CITY OF CATHEDRAL CITY ADMINISTRATIVE POLICY			HR-AP -24
TOPIC	SERIES ADVANCEMENT POLICY		
Approved by:  Charles McClendon (Mar 25, 2025 08:18 PDT) Charles McClendon, City Manager		Distributed by Human Resources	Original Date 03/25/2025 Revised

(Distinct from Promotional Policy)

POLICY

This policy applies to all regular full-time non-safety positions within the City of Cathedral City, excluding elected officials and temporary positions. For the purposes of this policy, safety positions include sworn police and fire personnel.

PURPOSE

To establish guidelines and procedures for advancement within job series classifications, providing clear career progression paths within the City's classification system while maintaining the City's standards for merit-based advancement.

DEFINITION

Series advancement is defined as the progression from one level to the next higher level within a defined job series where positions are in the same job family and represent a natural progression in responsibility, knowledge, skills, and abilities.

Series advancements typically include, but are not limited to:

- Office Assistant I to Office Assistant II
- Administrative Assistant I to Administrative Assistant II
- Maintenance Worker I to Maintenance Worker II
- Police Officer I to Police Officer II
- Code Enforcement Officer I to Code Enforcement Officer II

These are distinguished from promotional advancements (covered under a separate policy) such as Assistant Engineer to Associate Engineer, Assistant Planner to Associate Planner, or Analyst to Senior Analyst, which involve movement between distinct job classifications rather than levels within a series.

SCOPE

This policy applies to all employees in classified positions that are part of an established job series as defined in the City's Classification Plan (Section 302.1).

This policy does not apply to promotional advancements between distinct job classifications.

ELIGIBILITY CRITERIA

For an employee to be eligible for consideration for series advancement:

1. **Minimum Time in Classification:** The employee must have completed the probationary period in their current position and served the minimum time required at that level as specified in the job classification specifications.
2. **Job Performance:** The employee must have received satisfactory or above performance evaluations in their current position.
3. **Required Qualifications:** The employee must meet all minimum qualifications for the higher-level position, including:
 - Education requirements
 - Experience requirements
 - Required certifications or licenses
 - Skill proficiencies
4. **Training Completion:** The employee must have completed any required training programs or courses specified for advancement to the higher level.

Meeting these eligibility criteria allows an employee to be considered for series advancement but does not guarantee advancement. All advancements are subject to departmental operational needs and budget availability.

SERIES ADVANCEMENT PROCESS

1 Department Review

1. The Department Head or supervisor identifies employees who meet the eligibility criteria for series advancement.
2. The Department Head evaluates the employee's readiness for advancement based on:
 - Performance in current position
 - Demonstration of required skills
 - Completion of required training
 - Operational need for the higher-level position
 - Budget availability

2 Documentation Preparation

1. The Department Head completes and submits a Series Advancement Request Form to include:
 - Justification for advancement
 - Verification of eligibility requirements
 - Assessment of employee's readiness
 - Confirmation of operational need and budget availability
2. Required documentation includes:
 - Performance evaluations (last two cycles)
 - Verification of completed certifications or training

- Position classification verification

3 Human Resources Review

1. Human Resources reviews the request form to:
 - Verify minimum qualifications are met
 - Confirm classification specifications
 - Review performance evaluation history
 - Validate department documentation

4 Approval Process

1. Department Head recommends the series advancement
2. Human Resources Manager reviews and provides recommendation
3. City Manager or designee provides final approval

5 Implementation

1. If approved, Human Resources processes the request
2. The advancement becomes effective at the start of the next pay period

PROBATIONARY PERIOD

In accordance with Section 402.6.2 of the Personnel Rules:

1. Employees advancing to the next level in a series shall serve a new probationary period in accordance to applicable MOUs, or City policies. The probationary period is automatically extended by the length of any absence.
2. During the probationary period, the employee may be rejected at any time without cause or reason.
3. If the employee fails to satisfactorily complete the probationary period, they may return to their prior position at their previous range and step if there is a vacancy, unless terminated for cause.

7. COMPENSATION

1. Upon series advancement, the employee's salary shall be adjusted according to applicable MOUs, salary resolution, or City policies.
2. The effective date will be the first day of the pay period following final approval.






HR- AP-24 Series Advancement Policy

Final Audit Report

2025-03-25

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