



CITY OF PROVIDENCE

3.3 JOB REQUEST AND MODIFICATION POLICY

Purpose

The City of Providence is committed to being a fair, equitable, and competitive employer of choice, recognizing a continual need to evaluate positions, scopes of work, qualifications, compensation, classifications, and other relevant factors to ensure the City is positioned to recruit, retain, and maintain talent. The purpose of this policy is to provide a consistent framework whereby modifications are evaluated and managed formally, consistently, and in compliance with relevant employment law(s) and collective bargaining agreements (CBA).

Scope

This policy applies to all employees and positions associated with the City of Providence across all departments with the exception of positions in the Providence Public Schools Department (PPSD) and sworn personnel of the Providence Police and Fire Department. The budgetary processes applicable to job creation and changes may vary for agencies such as Providence Public Schools and Providence Water. This is not intended to supersede any such processes, rules, or standards.

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a conflict between this policy and a CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern.

Policy

1. Preamble

- A. Pursuant to the Article IX of the Providence Home Rule Charter, and as a part of the City's commitment to equity, fair hiring, and compensation practices, the Department of People and Culture (DPC) will conduct an extensive review and analysis of all proposed changes in position, title, and compensation across all City of Providence departments. This includes throughout the fiscal year, during budget submissions, during union contract negotiations, and in all other instances. The Department of People and Culture will review all these requests and exercise the use of applicable data to inform and recommend decisions to approve, adjust, or deny these requests.
- B. Requests for changes to title and compensation, as well as any requests for new positions must be submitted to the Chief People Officer, by the department director/chief requesting the change or new position. This process applies to all new and modified position requests.

2. Proposals and Requests

- A. All proposed changes to job titles, compensation, or the creation of new positions must be submitted by the department director to the Department of People and Culture and the Finance Department.
- B. The DPC will review all newly proposed positions and evaluate their titles, job specifications, field and industry standards, and qualifications to determine operational necessity, positionality, legal compliance, FLSA status, and bargaining implications where necessary, and role inventory, including whether an existing position should be utilized instead of the newly proposed position.



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- C. Requests shall be submitted in writing, with a description of the change(s) requested. As applicable, submitted requests should include the following:
 - 1. The department director submitting the request;
 - 2. A proposed or revised job description and narrative of job functions and work to be performed;
 - 3. Compensation assignment requests with explanation of rationale;
 - 4. Any additional supporting materials relevant to the request.
- D. The review and approval process varies based on the position category (e.g., Union, Non-Union).
- E. All changes are subject to the final approval of the City Administration and Providence City Council.

3. **Union Positions**

Positions covered by a collective bargaining agreement must adhere to the following process:

A. **Labor Relations:**

- 1. Positions that are either newly proposed or requested to be modified will be evaluated to determine any applicable labor implications and/or action(s) such as bargaining unit assignment, negotiation(s) required, impact bargaining, or otherwise, and whether the job shall be classified as a union or non-union position.
- 2. DPC will engage in negotiations with the union in collaboration with department leadership.
- 3. All union position changes shall be documented in writing and require an executed memorandum of agreement (MOA) or executed tentative agreement (TA).

B. **Job Revisions:**

- 1. DPC will evaluate the proposed title change, job description, and comparable classifications within the bargaining unit.
- 2. The Chief People Officer or their designee will work as a liaison between the department and union representation
- 3. Approval must be obtained from the Chief People Officer in agreement with the appropriate union before implementation.

C. **Compensation Adjustments:**

- 1. DPC will conduct an internal equity and market review.
- 2. Any proposed changes in pay or pay structure must be negotiated with and approved by the applicable union.
- 3. To the extent applicable by law, changes are subject to final approval as indicated in Section 1.D of this policy.

D. **New Positions:**

DPC will assess whether an existing union position is appropriate or if a new title is necessary. If a new classification is proposed, it must be reviewed and approved by the management and the union, including the pay structure.

4. **Non-Union Positions**

Positions not covered by a collective bargaining agreement (e.g., executive staff, or exempt employees or elected and appointed officials) follow this review process:



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- A. **Title Changes:**

DPC will evaluate proposed changes in job title and responsibilities to ensure consistency and alignment with comparable City positions.
 - B. **Compensation Adjustments:**

DPC will conduct a compensation analysis using internal benchmarks and external market data. Final approval will be made in coordination with the Mayor's Office and Finance Department.
 - C. **New Positions:**

Department directors in conjunction with DPC will determine the need for and compensation of new non-union roles and assign appropriate titles and salary ranges.
 - D. Final approval is subject to administrative and budgetary review as indicated in Section 1.D of this policy.
5. **Part-Time and Temporary Positions**
Includes seasonal, temporary, per diem, and part-time employee:
- A. **Title Changes:**

DPC will ensure that part-time and temporary positions maintain alignment with applicable job structures and avoid duplication of existing roles.
 - B. **Compensation Adjustments:**

Compensation must comply with the City's pay scales, minimum wage laws, and budget allocations. DPC will review all job descriptions for consistency and compliance.
 - C. **New Positions:**

DPC must approve the creation of any new temporary or part-time position to ensure proper classification and pay equity.
6. **Budget and Finance**
- A. All jobs, whether newly created or changed, must have the adequate number of vacancies and funding allocated for the position(s) to ensure jobs are accounted for and properly funded.
 - B. The Finance Department is responsible for overseeing all budget requests applicable to positions and funding.
 - C. All compensation considerations will be reviewed by DPC in collaboration with the Finance Department and are subject to budgetary approval.
 - D. Department directors are expected to comply with the budgetary process applicable to any requests related to compensation budgeting during the City's budget preparation process.
7. **Compliance**
- A. Departments may not unilaterally implement changes to job titles, compensation, or effectuate newly created positions without written approval from the Department of People and Culture.
 - B. Unauthorized changes may be reversed, and the department may be subject to administrative review or corrective action.
 - C. DPC reserves the right to conduct periodic audits to ensure compliance with this policy.

Other Related Information

City of Providence, Home Rule Charter – Section IX

Local 1033 Collective Bargaining Agreement