

# *Pyramid Lake Paiute Tribal Council*

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**RESOLUTION NO.: PL 069-21**

## **RESOLUTION OF THE TRIBAL COUNCIL OF THE PYRAMID LAKE PAIUTE TRIBE NIXON, NEVADA**

**WHEREAS**, the Pyramid Lake Paiute Tribe is organized pursuant to the provisions of Section 16 of the Indian Reorganization Act and is federally recognized by the United States Government through the Secretary of the Interior for the Administration of programs and services for the residents of the Reservation; and

**WHEREAS**, the Pyramid Lake Paiute Tribal Council is the duly elected governing body of the Pyramid Lake Paiute Tribe, charged with the responsibility of establishing policy and taking action to provide administration guidelines; and

**WHEREAS**, the Pyramid Lake Paiute Tribal Council established a Tribal Executive Team to manage the Tribal Administration; and acknowledges this team reviews and makes recommendations to ensure proper management and efficient processes are maintained; and

**WHEREAS**, the Pyramid Lake Paiute Tribal Council established a Tribal Personnel Committee to review the Personnel Policies and Procedures Manual, recommending revisions by resolution determined necessary for the proper management and administration of the Personnel System; and

**WHEREAS**, the Personnel Committee reviewed attached proposed revision to Section 3. Classification System of the Personnel Policies and Procedures Manual modifying 3-7. Setting the Salary recognizing Classes 400/500/600 negotiable providing salary can be accommodated without fiscal impact; and

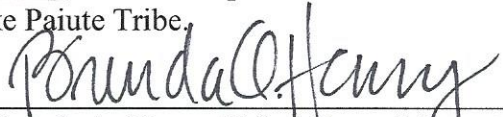
**WHEREAS**, the Personnel Committee reviewed the proposed revision to the Personnel Policies and Procedures Manual amending the Personnel Policies & Procedures and recommends approval of the same.

**NOW, THEREFORE BE IT RESOLVED**, that the Pyramid Lake Paiute Tribal Council, governing body of the Pyramid Lake Paiute Tribe, hereby accepts the recommendation of the Personnel Committee and approves the attached revisions to the Tribal Personnel Policies and Procedures Manual:

### **SECTION 3. CLASSIFICATION SYSTEM**

**CERTIFICATION**

It is hereby certified that the foregoing resolution of the Pyramid Lake Paiute Tribal Council, the governing body of the Pyramid Lake Paiute Tribe, composed of ten members, of whom **nine (9)** constituting a quorum were present at a meeting duly held on the **18<sup>th</sup>** day of **June, 2021**, was adopted by the affirmative vote of **seven (7)** for and **zero (0)** against and **one (1)** abstentions pursuant to the authority contained in the Constitution and By-Laws of the Pyramid Lake Paiute Tribe.

  
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Brenda A. Henry, Tribal Council Secretary  
Pyramid Lake Paiute Tribal Council

## SECTION 3. CLASSIFICATION PLAN

### **3-1. PURPOSE**

A Classification Plan is a system of grouping positions which are similar and involve basically the same type and level of work into appropriate classes so that desirable qualifications, suitability, pay determination and selection procedures can be applied.

The Classification Plan is a guideline that makes possible the management of personnel functions on a class (group) basis rather than on an individual (position) basis. The Classification Plan is the backbone of the Personnel System and the common basis for other personnel activities.

The Classification Plan serves as the basis for a practical pay administration system by making it possible to equate classes of positions with common salary ranges and identifying which positions should be paid a common range; establishes qualification standards for recruitment and selection purposes; allows for the testing of applicants for employment on a class (group) basis rather than on an individual basis and thereby provides a basis for similar treatment of applicants in the selection process; outlines the developmental possibilities for employees as part of a career system and allows them to prepare for those promotional opportunities; establishes common lines of promotion; and simplifies budgetary, payroll, planning and management activities; facilitates personnel management control across department lines of authority and assists in organizational analysis; and provides basic information for the development of work performance standards.

### **3-2. CLASS**

A Class will be comprised of positions that are similar in the basic characteristics of duties and responsibilities that the same pay scale, title, and qualification can be applied and the positions can be equitably treated under like conditions for all other personnel purposes. The same basic qualification requirements will be applied to all positions in a Class regardless of the department in which the position is located.

The job classes are grouped into six major occupational divisions: Skilled, Clerical, Paraprofessional, Professional, Management and Executive. Each basic group includes several different types of positions.

### **3-3. CLASS SPECIFICATION**

A Class Specification (position description) is the written criteria by which Tribal positions can be evaluated, similarly titled and pay practices used. The Class Specification will state the characteristic duties, responsibilities and qualification requirements that distinguish a given Class from other classes. The specification will be descriptive but not restrictive; that is, the Class Specification will describe the more typical types of work that may be allocated to a given Class, but will not be construed to restrict the assignment of other duties related to the Class.

The Class Specification will contain a Class Code, Class Title, and brief description of the nature of the work, typical duties, minimum qualification requirements including knowledge, skills, abilities, training and experience, plus any license or registration required for that class.

### **3-4. ADMINISTRATION OF CLASSIFICATION PLAN**

When a new position is proposed, the Department Head will send, through the Human Resources department, to the Personnel Committee a request for classification of the position with a draft description of the applicable duties and responsibilities. The Personnel Committee will allocate the position to the proper class after analysis and evaluation of duties and responsibilities.

When the duties of a position have changed substantially as to kind and/or level of work, the Department Head may initiate a request for a change in classification. This request will be submitted in writing to the Human Resources Department accompanied by a draft position description, subject to budgetary limitations after an administrative review. After an administrative review, the Human Resources Department will forward all pertinent information received along with any appropriate recommendation to the Personnel Committee at its next regularly scheduled meeting. If the Personnel Committee determines that the position has changed significantly, they will recommend to reclassify the position, and rules and pay policies applicable to a position change will apply. If, after careful analysis and evaluation, the reclassification request is determined to be without merit and the Personnel Committee denies the request, no similar request may be submitted within six (6) months following the date of denial. The effective date of a new classification or reclassification of an existing position shall be the first day of the next pay period following approval by the Tribal Council.

### **3-5. CLASSIFICATION METHODOLOGY**

The classification process will include a systematic study (job analysis) through the use of position description, observation, interview or other techniques needed to gather the necessary information.

Classification decisions will be made on the basis of the kind and level of the duties and responsibilities of the position with appropriate consideration for the qualifications required, relation to other jobs or positions and other important job-related allocation factors. The Personnel Committee will arrange similar in kind of work but positions differing in level of difficulty and responsibility into series and differentiate between levels by use of numerical designations I, II, etc.

### **3-6. CLASSIFICATION RESPONSIBILITY**

Department Heads and other management officials are responsible for drafting job description or specification for the positions they supervise and submit their request to the Human Resources Department who will present the description and recommend a classification for each position to the Personnel Committee.

- Step 1: Submit classification/reclassification forms, comparability study, and draft job description(s) to the Human Resources department.
- Step 2: Review the individual job specifications within each occupational group. Each specification includes DEFINITION, DUTIES & RESPONSIBILITIES, MINIMUM QUALIFICATIONS, REQUIRED EDUCATION AND EXPERIENCE and lists the required knowledge, skills and abilities.

- Step 3: Select the level that most nearly matches the level of difficulty of the position. The Department Head, with assistance from the Human Resources Department, will consider the major duties that are performed on a regular basis. The Personnel Committee will be consulted in determining job characteristics.
- Step 4: The qualification requirements for the pay level selected will need to be included in the job description.

The Human Resources Department will provide assistance and suggestions to Department Heads in any of the steps outlined above. The Personnel Committee shall make a decision on the classification of the position and may suggest alternative ways of structuring positions to be more cost effective. The Tribal Council has the final authority to approve classification of Tribal positions after considering the recommendation of the Personnel Committee. Specifications cannot be changed without approval by the Personnel Committee and the Tribal Council

### **3-7. SETTING THE SALARY**

When a position is announced, the actual salary range is publicized. Most salaries are set at the first step of the grade; however, Professional (400), Management (500) and Executive (600) salaries are designated Negotiable to ensure comparable and negotiable wage, if employment conditions indicate the need or the person selected has qualifications which significantly exceed the minimum qualifications specified on the job specification, *provided the salary can be accommodated without fiscal impact.*

### **3-8. DOCUMENTING STEP INCREASES**

The Department Head or Supervisor grants step increases on an annual basis to compensate employees for satisfactory or better work performance as documented on a written performance appraisal. Performance will be measured against accepted standards as listed in an employee's job description.

### **3-9. MAINTAINING THE SYSTEM**

Department Heads will review all positions regularly for accuracy. Any change in major duties requires a reevaluation of the position to determine if a change in classification is required.

Wage comparability studies should include a selection of organizations which are similar to the Tribal organization in size, purpose and financial resources, however may include larger organizations that compete for employees. Job specifications, qualification requirements and occupation grouping may be changed upon the recommendation of the Personnel Committee and approved by the Tribal Council.

The Personnel Committee will review all revisions before recommendation to the Tribal Council. Documentation which may justify revisions to job specifications include: an indication of the number of positions which are properly set above Step I, evidence of overqualified candidates for positions, high turn-over rates, lack of applicant pool, or lack of positions to accomplish program goals.