

INSTRUCTIONS FOR ASSIGNING NEW SCHEMATIC CODES

1. Schematic Codes identify the occupational grouping of classes. Classes within the same occupational group should be related by such things as:
 - Perform similar duties.
 - Require a background (education/experience) in the same general areas.
 - Typically have salary ties and are therefore usually assigned to the same bargaining unit (although there may be exceptions to this).
2. Schematic Codes are assigned so that classes within a series will appear with the highest class listed first in the Schematic section of the Pay Scales. Therefore, the lowest Schematic Code is assigned to the highest class in the series. For example:

JJ81	Business Tax Compliance Supervisor III
JJ83	Business Tax Compliance Supervisor II
JJ84	Business Tax Compliance Supervisor I
JJ85	Business Tax Compliance Specialist
JJ86	Business Tax Representative

3. Some numbers in Schematic Code groups are consecutive due to the large number of classes. Others have been assigned in multiples of five or ten, such as:

JJ35	Tax Auditor IV
JJ40	Tax Auditor III
JJ55	Tax Auditor II

Either method is appropriate; however, codes should not be assigned in such a way that other classes outside the series fall within the range of codes assigned.

4. A master list of current Schematic Codes is maintained in the Classification and Compensation Division (CCD). New Schematic Codes must be posted to this master list in order to avoid duplication of codes. Departmental analysts are to call their CCD analyst to receive new Schematic Codes.