

# Classification Policy

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*Effective Date: Adopted 2/12/95 Revised: 2/23/99 , 12/18/08*

**§-I. PURPOSE** To provide regulations concerning the classification of approved county positions.

**§-II. SCOPE** All Employees

**§-III. POLICY** Each employee serving in an approved position shall be placed in an approved classification under the County classification plan.

## **§-IV. PROCEDURES**

### A. Class Specifications

Class descriptions or job classifications are designed to indicate the types of duties and level of responsibility assigned to a class. Classifications are not necessarily inclusive of all the duties performed in a position.

### B. Official Copy of Class Specifications

1. The Human Resources department shall maintain a master set of all approved class specifications which shall constitute the official Classification Plan. The official copy will show all amendments to the original plan. The copies of the specifications shall include the date of adoption and any dates revisions were made. These specifications will be available for inspection by employees during regular business hours.

2. The Human Resources department shall provide each department head with a set of specifications for those positions allocated in his or her department.

### C. Official Classification Titles

The title of any approved classification shall be used to designate the position in all budget estimates, payrolls, and other official records, documents, vouchers, and communications in connection with all personnel procedures.

### D. Minimum Qualifications

Minimum qualifications are considered comprehensive statements of the minimum required education, experience, and other qualifications as evidence of an employee's ability to perform the work properly. All persons applying for or holding any position are required to maintain all appropriate standards for the position.

### E. Classification of New Positions

The Human Resources department shall create new class specifications for positions upon receipt of the prescribed forms from the department head indicating a statement of duties, responsibilities, and requirements of such positions. Whenever a new position is created, a Position Description Questionnaire (PDQ) must be submitted to the Human Resources

Director and describe in detail the duties of such position. The Human Resources department will develop/write class specifications based upon the PDQ, evaluate the job, and allocate the class to a salary pay range when jobs change significantly or when a new job is created. A desk audit and/or interview with the incumbent or department head may be required by the Human Resources Director after a new position is created and occupied, in order to verify that the position has been appropriately allocated and evaluated.

F. The Human Resources Director reviews and recommends to the County Manager and/or Board of Commissioners for approval or disapproval all proposed full-time position creations, allocations, reallocations, and abolishment of classes.

G. The Board of Commissioners shall review and approve or disapprove recommendations of the Human Resources Director regarding all proposed full- time position creations. The County Manager shall review and approve or disapprove recommendations of the Human Resources Director regarding all proposed position allocations, reallocations, deletions and creation of part-time positions within existing funding.

#### H. Reclassification of Positions

The Human Resources Director shall recommend changing the classification of existing positions when it is determined that the position is incorrectly classified. Such action is called reclassification and must be initiated by the department head or elected official and approved by the County Manager if funding is available in the present budget, or by the Board of Commissioners if additional funding is required. Requests shall be submitted in writing and shall contain a statement of justification. The Human Resources Director shall investigate actual or suggested duties of the position and reclassify the position to its appropriate salary grade if warranted. Reclassification may occur as the result of the conditions described below.

1. The position was incorrectly classified, and there has been no substantial change in duties from those in effect when the position was originally classified.

2. There has been a substantial change in the duties and responsibilities associated with a position since it was classified to a particular grade.

- a. If the position is assigned a higher pay grade than the current position, such action is considered an upgrade for the position. If the position is occupied at the time of an upgrade, the incumbent may be reclassified without examination but will be required to meet the minimum qualifications for the new classification.

- b. If the position is assigned a lower pay grade, this change is called a downgrade of the position. If the position is occupied, the incumbent will continue at the same pay and may receive increases to the maximum of the range of the lower grade. If the current salary is above the maximum of the lower class, the employee shall be permitted to continue at the present rate of pay but shall not be entitled to salary increases until such time as the maximum rate of the salary range exceeds the employee's rate of pay.

- c. Any employee affected by the reclassification of his/ her position may file a written request with the Human Resources Director for reconsideration

d. Employees who feel that their position is not properly classified should appeal up their chain of command to the County Manager or Elected Official.

I. Abolishment of Positions

Whenever there is justification for abolishing a position such as lack of work, reorganization, lack of funds, or other reason, the department head shall make such a recommendation to the Human Resources Director.

J. Maintenance of the Classification Plan

1. Each time a department or division is substantially reorganized, the department head will submit to the Human Resources Director a new Position Description Questionnaire for all affected positions.

2. The Human Resources Director may request department heads to submit Position Description Questionnaires at any time when there is reason to believe there has been a change in duties and responsibilities of one or more positions.

3. Periodically the Human Resources department shall review the classification plan to determine if changes need to be made.

4. The Human Resources Director shall recommend for approval or disapproval to the County Manager and/or Board of Commissioners any changes to the classification plan. Changes include creation of a classification, revision of a classification, creation of a new position, and reclassification of an existing position.