

4.01 Contents

The Classification Plan consists of:

- A. Grouping positions into classes so that each position class:
 - 1. Requires basically the same entry qualifications;
 - 2. Can be filled by substantially the same methods of selection;
 - 3. Is of comparable value and therefore deserves the same pay range.

- B. Class titles which are descriptive of the work of the class and do not construe discriminatory bias.

- C. Written class specifications for each classification containing a statement describing the nature of the duties of the class, job qualifications, and special requirements necessary.

4.02 Administration

The Human Resources Division shall have the responsibility for the administration and maintenance of the Classification Plan.

4.02.1 Procedure: New Positions

Requests to establish new positions shall be submitted by Department/Division Directors in writing to the Human Resources Director. The Human Resources Division shall analyze the new position requested and recommend to the Department Head the appropriate title and rate of pay in accordance with the County's Classification Plan. The request, with Human Resources's recommendations, shall then be submitted through the Office of Management and Budget (OMB), to the County Administrator who shall review the request. Upon the Administrator's approval, the request shall be submitted to the Board for final approval during the normal budget process.

4.02.2 Procedure: Establishment/Abolishment of Position Class

The Human Resources Director shall, upon request of the Department/Division Director, investigate and make a recommendation through the Office of Management and Budget, to the County Administrator as to the need for establishing, consolidating, or abolishing classes to provide the most appropriate classification of positions. The County Administrator shall review the recommendation, and upon the Administrator's approval the recommendation shall be submitted to the Board for final approval during the normal budget process.

4.03 Reclassification

Positions may be reclassified when:

- A. There have been significant changes in the actual duties and responsibilities, and/or the changes are the result of organizational, technical, legal or other advancement which is of a permanent nature.
- B. An error has occurred.

Positions may not be reclassified when:

- A. An increased workload has the effect of creating the need for a new position.
- B. The added duties and responsibilities are minor in nature and would be a logical function of the class.
- C. The added duties and responsibilities are to be performed for a temporary period of not less than three (3) weeks or more than six (6) months.
- D. The effect is a raise for an employee who has reached the job range maximum; it is a reward for performance; or to correct an inequity in pay.

When an upward reclassification occurs, the employee shall be placed at the appropriate step of the new level which considers a 5% of the current salary for one grade level change, and 10% of the current salary for two or more grade level changes.

A reclassification downward is an administrative action independent of an employee's performance and should not be confused with a demotion.

In a downward reclass, when the employee's salary exceeds the maximum of the new pay

range, the salary is red circled and is frozen until changes in the pay grade schedule raise the maximum above the employee's salary.

If reclassification results in the position being assigned to a class in a skill level with the same pay range as the original classification, an incumbent employee shall maintain the same pay as before classification.

4.03.1 Procedure: Reclassification

The Human Resources Division, upon request of a Department/ Division Head, or as a function of administering the Wage and Salary Program, shall analyze positions and recommend reclassification where appropriate. Upon the review of the Office of Management and Budget, and the approval of the County Administrator, the recommendation shall be submitted to the Board for final approval during the normal budget process.

4.04 Retitling

Upon request of the Department/Division Director, the Human Resources Division may recommend retitling of a position. An incumbent employee in a retitled position shall maintain the same rate of pay.

4.05 Maintenance

The Classification Plan shall be kept current by the Human Resources Division through continued audit, investigation, and review. Department/Division Directors shall notify the Human Resources Director of change of duties, responsibilities or work assignments as they occur.

4.05.1 Procedure: Job Audit

The Human Resources Division will audit positions in the organization on a regular schedule. Within a three year cycle all positions of the County will be reviewed.

Separate questionnaires (See Appendix G) will be forwarded to the supervisor and to the incumbent with an indicated return date to Human Resources. Any extension of the return date will be coordinated between the Department/Division Director, and the Compensation Officer who will conduct a job site audit. Any recommendations will be submitted to the Human Resources Director, the Department/Division Director and the appropriate OMB Liaison.