

## **ARTICLE II. THE CLASSIFICATION PLAN**

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### **Section 1. Purpose**

The position classification plan provides a complete inventory of all authorized and permanent positions in the County service, and an accurate description and specification for each class of employment. The plan standardizes job titles, each of which is indicative of a definite range of duties and responsibilities. All positions covered by the personnel policy are to be classified according to the assigned duties, responsibilities, qualifications needed, and other required factors. In order to insure its continuing value as a personnel management tool, the positions classification plan will be maintained to reflect the current work assignments and other conditions and requirements which are factors in proper classification and allocation of regular positions.

Positions in the Departments of Social Services and Public Health will be classified by the Office of State Personnel in compliance with the rules and regulations under the State Personnel Act.

### **Section 2. Composition of the Position Classification Plan**

The classification plan shall consist of:

- a) A grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the same range of pay under similar working conditions;
- b) class titles descriptive of the work of the class;
- c) written specifications for each class of positions; and
- d) an allocation list showing the class title of each position in the classified\_service.

### **Section 3. Use of the Position Classification Plan**

The classification plan is to be used:

- a) As a guide in recruiting and examining applicants for employment;
- b) In determining lines of promotion and in developing employee training programs;
- c) In determining salary to be paid for various types of work;
- d) In determining personnel service items in departmental budgets; and

- e) In providing uniform job terminology.

#### **Section 4. Adoption**

The position classification plan, as from time to time approved by the Board of County Commissioners, is hereby adopted as the position classification plan for the County.

#### **Section 5. Allocation of Positions**

The County Manager shall allocate each position covered by the classification plan to its appropriate class in the plan.

#### **Section 6. Administration of the Position Classification Plan**

The County Manager or person(s) designated by the County Manager, shall be responsible for the administration and maintenance of the position classification plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Department Heads shall be responsible for bringing to the attention of the County Manager (1) the need for new positions and (2) material changes in the nature of duties, responsibilities, or working conditions affecting the classification of a position.

New positions shall be established upon recommendation of the County Manager with the approval of the Board of County Commissioners. The County Manager may (1) allocate the new position to the appropriate class within the existing classification plan, or (2) recommend that the Board of Commissioners amend the position classification plan to establish a new class to which the new position may be allocated.

When the County Manager finds that a substantial change has occurred in the nature or level of duties and responsibilities of an existing position, the County Manager shall (1) direct that the existing class specification be revised, (2) reallocate the position to the appropriate class within the existing classification plan, or (3) recommend that the Board of County Commissioners amend the position classification plan to establish a new class to which the position may be allocated.

Classes of positions shall be added to and deleted from the position classification plan by the Board of County Commissioners based on the recommendation of the County Manager.

#### **Section 7. Request for Reclassification**

Any employee who considers the position in which classified to be improper shall submit a request in writing for reclassification to such employee's immediate supervisor, who shall immediately transmit the request to the County Manager through the supervisor and department head. Upon receipt of such request, the County Manager shall

determine the merit of the reclassification, and make necessary changes to maintain a fair and accurate classification plan.

Requests involving positions subject to the State Personnel Act must be submitted through the Office of State Personnel.