



Maintenance of the Classification Plan

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1.0 POLICY

A systematic effort shall be made to review and revise the Classification Plan and classification of individual positions within the County service in order that the plan will accurately reflect changes in functions, organizational relationships, work methods and duties/responsibilities of individual positions.

2.0 DEFINITIONS

- 2.1 Position:** A group of duties and responsibilities assigned to one (1) employee on a full-time or part-time basis.
- 2.2 Employee:** A person who performs the duties assigned to a position.
- 2.3 Job Analysis Questionnaire (JAQ):** A document prepared by an employee and his/her supervisor(s), which describes the position: work performed, responsibilities, location, work schedule, equipment/machines operated, supervision exercised and received and personal contact.
- 2.4 Class:** A group of positions in which (1) subject-matter of work, (2) level of difficulty and responsibility, and (3) qualification requirements are sufficiently similar to warrant allocation to the same title and pay range.
- 2.5 Class Specification:** A written statement of the typical duties, responsibilities and qualification requirements of all positions included in the same class.
- 2.6 Classification Plan:** All classes that have been established, together with class specifications for each class.
- 2.7 Occupational Group:** A number of classes and series of classes in associated or related occupations, professions, or activities.

3.0 PROCEDURE / RULE

- 3.1 Administration:** 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 Directors 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.
- 3.2 New Positions:** 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.
- 3.3 Reclassification:** 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:
- A. Direct that the existing class specification be revised.
 - B. Reallocate the position to the appropriate class within the existing classification plan; or;
 - C. Recommend that the Board of County Commissioners amend the position classification plan to establish a new class to which the position may be allocated.
- 3.4 Abolishment:** A position that is no longer being used or for which budgeted funds are not available will be abolished.
- 3.5** The Human Resources Director, under the direction of the County Manager, shall be responsible for revising and maintaining the Classification Plan for the entire County.
- 3.6** The Human Resources Department may undertake studies of single positions, occupational groups of positions, or entire organizational units at the direction of the County Manager in order to determine that classifications are current and appropriate.
- 3.7** Classification of new positions and reclassifications of existing positions shall be approved by the County Manager, except where governed by the Office of State Personnel.

4.0 APPENDIX / APPENDICES

None.