

Title: Position Classification Plan  
Policy Number: 203  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

The position classification plan is supported by written job descriptions setting forth the duties and responsibilities of each class and the qualification(s) necessary for appointment to a position of that class. The objectives of the classification plan are to:

- a. Establish qualification standards for recruiting purposes;
- b. Provide a means of analyzing work distribution, areas of responsibility, lines of authority and other relationships between positions;
- c. Provide uniform titles for positions;
- d. Indicate training needs;
- e. Provide like pay for like work;
- f. Provide a basis for developing standards of work performance;
- g. Establish lines of promotion; and
- h. Assist in determining budget requirements.

Comments:

- (1) The Human Resources Director with the approval of the Board of Supervisors shall be responsible for the maintenance of a classification plan based on investigation and analysis of the duties of each position in the County personnel system.
  - (2) Job descriptions shall be adopted by the Board of Supervisors and maintained for each class in the classification plan. Each job description shall define the class, describe the essential duties and responsibilities of the class, and summarize the minimum standards of training, experience and other qualifications required for appointment. Duties described in the job description shall not be construed to restrict the assignment of other similar duties.
  - (3) The assignment of duties to a position, the location of work, equipment and tools furnished, work schedule and working conditions shall be the responsibility of the Department Head to which the position is assigned.
  - (4) The assigned class title shall be the official title for every position in the County personnel system for personnel transactions and budget administration. However, working titles or statutory titles may be used in day to day departmental business.
- 203:1
- (5) Every position in each department shall be allocated by the Board of

Supervisors to one of the classes established in the classification plan. No person shall be appointed, promoted, transferred, or demoted to any position until it has been properly classified as herein provided. As additional positions are established or as existing positions are changed, such allocation or reallocation shall be made to new or existing classes as necessary.

- (6) All changes in a department with regard to classifications, pay of the affected position and staffing shall be approved by the Board of Supervisors.
- (7) **Addition of New Positions:**  
Department Heads wishing to create new positions within their department shall submit a request to the Board of Supervisors. Written justification for such positions must accompany the request. The Board of Supervisors shall approve or deny the request. Upon approval, a new job description shall be created and appropriate salary range assigned prior to filling the position.
- (8) **Revision of Existing Positions/Reallocation:**  
When substantial changes in duties, responsibilities and/or qualifications of an existing position have been made, the Department Head shall notify the Board of Supervisors in writing of such changes. The reasons for such changes shall also be submitted.

The Board of Supervisors may request a job study from the Human Resources Department and upon completion shall classify and reallocate the position to a new classification and pay grade if appropriate.

If a revision is approved by the Board of Supervisors, Human Resources will forward copies of the position description to the Department Head and shall indicate the step and pay grade assigned to the position. The effective date of the change shall be that date authorized by the Board of Supervisors. The Department Head shall have the affected employees read and sign the revised job description and shall forward copies to the Auditor's Office/Payroll Division for placement in the employee's personnel file.

- (9) **Vacant Positions:**  
Elimination of existing vacant positions must be approved by the Board of Supervisors. Department Heads wishing to permanently remove, or not fill an existing vacant position shall submit to the Board of Supervisors written notification of the need to permanently vacate the position. The effective date of the removal shall be that date authorized by the Board of Supervisors.

203:2

- (10) **Eliminated Positions:**

Elimination of an existing filled position must be approved by the Board of Supervisors. Department Heads wishing to eliminate an existing filled position shall submit to the Board of Supervisors notification of the need to eliminate the position and employees affected. The effective date of the elimination shall be that date authorized by the Board of Supervisors.

When a position is eliminated, the incumbent may be reassigned or the employer may be required to invoke "layoff procedures".

**(11) Classification Review:**

- (a) Department Heads may request a classification review of any position in their department at any time. Such requests shall be submitted in writing to the Board of Supervisors.
- (b) Any employee may request a classification review of his or her own position at any time providing the position has not been reviewed within the previous year. Such requests shall be submitted to the Board of Supervisors in writing through the Department Head.
- (c) The Human Resources Department shall perform reviews and audits of the various classes as are deemed necessary.
- (d) The Human Resources Department and the Auditor's Office/Payroll Division shall maintain a master set of all approved job descriptions in the classification plan. Such job descriptions shall constitute the official class specifications in the classification plan. The copies shall indicate the date of adoption of the latest revision of the job description for each class. This master file shall be available at the Human Resource Department for review by any employee.
- (e) The Human Resources Department shall supply each Department Head with a copy of the official job description(s) assigned to their department.