

## CHAPTER 3

### Position Classification Plan

#### 3.1 Classification of Positions

- 1 Each position in the competitive service shall be classified by the Human Resources Director and allocated to the appropriate class in accordance with the nature, difficulty and responsibility of its assigned duties. Positions shall be allocated to the same class when their duties are sufficiently similar that:
  - a. The same descriptive title may be used to designate each position in the class;
  - b. The same level of education, experience, knowledge, ability and other qualifications may be required of incumbents;
  - c. The same range of compensation will apply with equity.
- 2 All classes involving the same nature of work but differing as to level of difficulty and responsibility shall be assembled into the same series. All series of classes within the same broad occupational field shall be assembled into the same group. All groups having common characteristics shall be assembled into a major service.

#### 3.2 Preparation and Administration of Position Classification Plan

- 1 The Position Classification Plan shall consist of:
  - a. The list of classes approved by the Board of Supervisors and in effect on April 8, 1991.
  - b. A complete set of specifications for all classes in the competitive service. Such specifications shall include title, definition, illustrative duties, employment standards (minimum qualifications) and any other information (such as licensing or other special requirements or characteristics which distinguish one class from another related class) as deemed necessary by the Human Resources Director.
  - c. Such modifications to the list and specifications as may be adopted subsequently as set forth in this Chapter.
- 2 The Position Classification Plan shall be kept current by continued investigation and review.

- 3 The Human Resources Director shall review the class specifications for each class of positions with the respective department head or designee when he/she deems it necessary. Based upon such review, the Human Resources Director shall raise or lower the employment standards or otherwise alter the class specifications, as appropriate.
- 4 The Human Resources Director shall perform position classification studies of individual positions or groups of positions whenever he/she deems it necessary, whenever the duties or responsibilities of existing positions have undergone significant changes, or whenever new positions have been authorized.
- 5 The department head or his or her designee shall ensure that position descriptions for his or her department are reviewed on a regular basis but at a minimum every two years and that they are updated as appropriate. When revisions are required, the department shall submit a revised position description for each position affected as well as the business reason for the change. Department heads or their designees shall notify the Human Resources Director on a periodic basis as part of the workforce planning process of significant changes in duties, responsibilities or work assignment for positions under their supervision that are occurring or anticipated as part of the implementation of the department's strategic initiatives and related organizational changes.
- 6 The current Position Classification Plan or excerpts thereof shall be made available to department heads, employees and the public on request.
- 7 When the Human Resources Director deems it to be in the interest of sound personnel administration that a new class be created, he/she shall designate a title for such class and prepare an appropriate class specification, giving due consideration to the recommendations of affected department heads. The Human Resources Director shall forward the class specification to the County Executive, who, if he/she concurs with the specification, shall create such a class.
- 8 When the Human Resources Director deems it appropriate that an existing class be abolished, he/she shall so recommend to the County Executive, who, if he/she concurs, shall recommend to the Board of Supervisors that the class be abolished.

### 3.3 Interpretation of Class Specifications

In determining the class to which any position shall be allocated, the specification of each class shall be considered as a whole and as also including the duties and responsibilities and other pertinent characteristics of positions which have been allocated to the class subsequent to the publication of the class specification.

- 1 **Class Title.** The term "class title" or "title" shall refer to the official title of a class as specified in its class specification and shall apply to all positions allocated to that class. It shall be used in all personnel and administrative processes, except that a working title may be used for purposes of internal administration and in any connection not involving

the personnel procedures covered by the Merit System Ordinance or these Personnel Regulations.

- 2 Relationship of Classes. Each class of positions is to be considered in relationship to other classes in the County service in determining its proper grouping within the Position Classification Plan and its compensation. The specifications of the classes are to be read and interpreted with this relationship in mind.
- 3 Specifications - Descriptive and not Restrictive. The class specifications shall be descriptive and not restrictive. They are intended to indicate the kinds of positions which should be allocated to the several classes as determined by their duties and responsibilities and shall not be construed as declaring what the duties and responsibilities of any position shall be, or as limiting the power of any department head or designee to assign duties to, and to direct and control the work of, employees under his/her supervision. The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of similar kind or quality.

#### 3.4 Allocation of Proposed New Positions

Whenever a new position is authorized, the department head or designee shall submit to the Human Resources Director in writing a complete position description outlining in detail the proposed duties of such position, using such forms and following such procedures as may be prescribed by the Human Resources Director. The Human Resources Director shall thereupon evaluate the proposed duties and shall classify the position by assigning it to the appropriate existing class or recommending to the County Executive the creation of a new class.

#### 3.5 Abolition of Positions

Whenever an existing position is to be abolished, the department head or designee shall submit a request to the Department of Human Resources.

#### 3.6 Requests for Reclassification of Positions

- 1 A department head or designee may request the Human Resources Director as part of the workforce planning process to review the classification of certain designated positions. An incumbent may request review of his/her own position, through the appointing authority in accordance with the procedure outlined below.
- 2 All such requests made as part of the workforce planning process must be accompanied by a complete description of the current duties assigned to the position(s) to be reviewed and the business reason for the request. Requests initiated by an incumbent must be forwarded through the organizational chain to the department head for review. If deemed appropriate, the department head may submit the request as part of the workforce planning process. The Human Resources Director may decline to review the classification of any position for which a

classification review has been conducted within the past twelve months.

- 3 In conjunction with the workforce planning process, the Human Resources Director or his/her designee will review classification requests and accompanying justification and advise the requesting department head of the appropriate classification. The department head or designee will notify the affected employee or employees of the decision.
- 4 An employee may only appeal the Human Resources Director's determination on a classification review directly involving his/her position by following the procedures set forth below:
  - a. The appeal must be filed with the Executive Director of the Civil Service Commission within 60 calendar days of the date on which the employee is informed of the determination.
  - b. The appeal must identify the remedy sought and offer substantial reason for disagreement with the determination based on duties officially assigned to the position at the time the classification review was conducted. (If the employee's claim is based on duties assigned after the classification review was initiated, a new request for classification review should be filed, rather than an appeal.)
  - c. Copies of the appeal must also be forwarded to the Human Resources Director and department head or designee. The Commission will hear such appeals under procedures contained in Addendum Number 1 to Chapter 17 of these Regulations. Following the hearing, the Commission will transmit its decision, which shall be advisory in nature, to the County Executive for final action.

### 3.7 Effect on Employees When Positions are Classified/Reclassified/Regraded

- 1 Approval of the payment of compensation to any person in a position shall not be made by the Human Resources Director until such position has been allocated to a class and until the qualifications of the individual for the position have been verified.
- 2 No employee shall be appointed, employed, certified, or paid under any title other than that of the class to which the position occupied or to be occupied by him/her is allocated, except as otherwise provided in these Regulations.
- 3 When a position is reclassified from one class to another class of the same grade level or when the title of a class is changed without a change of duties or responsibilities, the grade, salary and performance pay increase date of the incumbent shall not change.
- 4 When a position is reclassified to a class of a higher grade level or a class is reviewed for regrade to a higher pay grade, the new rate of pay and performance pay increase date of the incumbent shall be adjusted in accordance with the provisions

specified in Chapter 4.

- 5 When a position is reclassified or regraded downward, the incumbent continues to receive the salary he/she had been receiving prior to the reclassification or regrade until the employee qualifies for another position in the former grade or in a pay grade with a higher range of pay than the former pay grade. The employee shall not be entitled to an increase in salary as a result of a performance pay increase, cost of living or market adjustments until his/her salary falls below the maximum rate of pay for the new pay grade. The performance pay increase date shall not be affected by the reclassification/regrade. When a public safety position is reclassified or regraded downward, the new rate of pay and performance pay increase date of the incumbent shall be calculated in accordance with the provisions specified in Chapter 4.