

SECTION 4
CLASSIFICATION OF POSITIONS

- A. CLASSIFICATION SYSTEM:** All county positions are classified under a plan composed of a schematic list of classes supported by written specifications setting forth the duties and responsibilities of each class and the qualifications necessary for appointment to a position of that class. These specifications will be reviewed and updated at intervals not to exceed four years. More frequent reviews should be conducted if feasible.
- B. PURPOSE:** The purpose of the county's classification plan is to:
1. provide equal pay for equal work;
 2. establish minimum qualification standards for recruiting and testing purpose, including minimum requirements of training and experience as well as requirements of skills, knowledge, abilities, and other qualifications necessary for entry into the class;
 3. provide appointing authorities with a means of analyzing work distribution, areas of responsibility, lines of authority, and other important relationships between positions;
 4. assist appointing authorities in determining budget requirements;
 5. provide a basis for establishing standards of work performance;
 6. establish lines of promotion;
 7. indicate training needs; and
 8. provide uniform titles for positions.
- C. CLASSES:** A class comprises one or more positions that are so similar to the basic character of their duties and responsibilities that the same pay scale, title, and qualification requirements can be applied and the positions can be treated fairly and equitably under similar conditions for all other personnel purposes. The same qualification requirements shall be applied to all positions in a class regardless of the department in which the position is located.
- D. CLASS SPECIFICATIONS:** Each class specification shall state the characteristic duties, responsibilities and qualification requirements which distinguish a given class from other classes. Each specification shall be descriptive but not restrictive; that is, the class specification shall describe the more typical responsibilities which may be allocated to a given class, but shall not be construed to restrict the assignment of other duties related to the class.

- E. ADMINISTRATION OF THE CLASSIFICATION PLAN:** When a new position is created with the approval of the county commission, the appointing authority shall send the director of personnel management a request for position with the description of the applicable duties and responsibilities to be assigned to the position.
- F. DETERMINATION OF CLASSIFICATION:** Classification of the requested position will be determined by the requesting authority and the director of personnel management.
- G. RECLASSIFICATION:** When the assignment of an employee has changed substantially as to kind or level of work, the department head or the employee through the department head, may initiate a request for a change in classification. Such request should be submitted in writing to the director of personnel management, accompanied by a class specification or position description prepared by the appointing authority, and will be subject to budgetary limitations. The director of personnel management shall submit the reclassification request to the county commission for determination. The county commission shall schedule a time when the department head may orally justify the request. If the appeal is denied, no similar request may be submitted within six months.