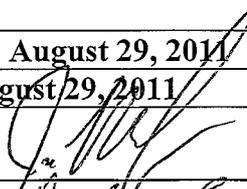
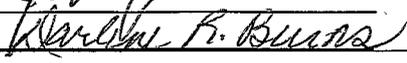


EMPLOYEE CLASSIFICATION REVIEW

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	HR Director: 
	Commission: 

PURPOSE

The purpose of this policy is to establish guidelines for classifying positions within the County employment system.

SCOPE

This policy establishes the job classification plan, defines the content of the plan, and sets forth guidelines for reviewing and modifying positions for assignment to classifications within the plan. In addition, the policy provides a process for employees to request initial review of their job class designation.

CROSS REFERENCES

Compensation, Policy 310
 Volunteers, Policy 340
 Grievance and Appeal, Policy 610

POLICY AND PROCEDURE

1. Classification Plan Established
 - A. The HR Director shall establish and maintain a classification plan.
 - B. All County positions shall be classified and supported by written specifications. The HR Director shall review the specifications at intervals not to exceed three years.
 - C. A class specification shall describe the more typical responsibilities which may be allocated to a class, but shall not be construed to restrict the assignment of other duties related to the class.
2. Administration of the Classification Plan
 - A. When a new position is proposed, the Department Head shall send a job description with proposed duties and responsibilities to the HR Director.
 - B. The HR Director shall assign a new position to the proper class after evaluating the required duties, responsibilities, skills, education, and experience without

regard to the personal characteristics, abilities, or qualifications of a current or prospective incumbent.

3. Request for Classification Review

- A. The HR Director may conduct classification review of an existing position as part of a classification study, upon request from Department Heads or the Commission, or as job functions are reorganized or pay equity issues are generated.
- B. An employee requesting a classification review shall submit the request to the Department Head who shall determine if the request is merited. If merited, the Department Head shall refer the request to the HR Director.
- C. A request for classification review must be made in writing and must include an explanation of the reason for request.
- D. The HR Director, in consultation with the County Commission, shall classify a position after evaluating the required duties, responsibilities, skills, education, and experience without regard to the personal characteristics, abilities, or qualifications of the current or prospective incumbent.
- E. The HR Director may limit the review of a position to no more than once per year.
- F. Implementation of reclassification shall be subject to budgetary limitations.

4. Assignment/Reassignment

- A. An employee in an appointed position may obtain career service status by successfully competing for placement on a competitive register or occupying a position which is moved from an appointed status to a career service status by decision of the HR Director.
- B. County management may use the competitive selection process to appoint a career service employee to an appointed position. Such an employee relinquishes career service status while in the appointed (career service exempt) position.
- C. A career service employee serving in an appointed position, who is not retained in the appointed position, shall be reappointed to a career service position that is comparable to the prior career service position held, in status and pay, for which the employee qualifies. If such position is not available, the employee shall either accept a position at a lower compensable position, or be separated from County employment and placed on a reappointment register, maintained by the HR Director, for a 12-month period from the date of separation. The employee shall not be reappointed to any County position if the employee was discharged for cause.

- D. Appointment from a part-time, seasonal, or temporary status to a career service status shall not be made unless the individual successfully completes a competitive selection process for the career service position. If the temporary employee is selected, s/he shall be subject to a six month probationary period, unless it is required to be longer by statute or law.

5. Trainee Appointment

- A. When a fully qualified applicant is not available, a trainee appointment may be approved for a current employee who does not meet the minimum qualifications for the position, but who the HR Director determines, through a competitive application process will meet the qualifications for the position after a period of on-the-job training of 18 months or less. The HR Director may extend the training period in special circumstances.
- B. Trainee pay may be below the pay range minimum for the actual position.
- C. In this instance, as outlined in an offer letter, trainee service shall not be applied toward satisfying a probationary requirement. Upon successfully completing the objectives of the trainee appointment, management staff shall give the employee probationary status and move the employee to the proper wage level class with a salary of at least the minimum of the appropriate wage level.
- D. If the Department Head solicited the employee for the trainee position, and the employee is unable to complete the objectives of the trainee appointment, the HR Director shall return the trainee to a position similar in grade and position from which the employee was appointed.
- E. If the employee applied for the position at his/her own will, and is unable to complete the objectives of the trainee appointment, the employee shall not be awarded reinstatement rights to another career service position, unless a position is available for which the employee qualifies.
- F. If an employee accepts a position that requires substantially different skills and abilities, a six (6) month probationary period shall become effective on the effective date of the change in position. If the employee fails to pass the probationary period, the employee may be reassigned to a similar position, provided there is one available and s/he qualifies. The employee's pay shall be modified such that it falls within the pay grade of the position and is equitable respective to other employees in the same pay grade.

6. Time-Limited Positions

- A. A Department Head, in consultation with the County Commissioners and the HR Director, may create a special time limited position which is not career service employment, when temporary, emergency or other special needs justify such action.

- B. Appointment to fill a vacancy created by an employee on approved leave shall be made on a temporary basis.
- C. Appointment to a time-limited, non-career service position for a period not to exceed nine months in a twelve month period may or may not be made through a competitive selection process and shall be treated as hourly, without benefits. Appointment to a time-limited, non-career service position for a period of ten to twenty-four months may or may not be made through a competitive selection process, but may be with benefits.
- D. Appointment from a time-limited position to career service status shall not be made unless the employee is successful in a competitive selection process for the position.
- E. The HR Director shall develop an offer letter outlining the conditions of employment and duration for the time-limited position. The HR Director and the employee shall both sign the offer letter prior to employee's start date.

7. Career Mobility Assignment

- A. The HR Director, in consultation with the County Commissioners, may authorize a temporary promotion or assignment when emergency or other special needs justify such action.
- B. Assignment to the temporary position may or may not be based on a competitive selection process.
- C. After twelve (12) months, the position shall be filled using a competitive selection process.
- D. Prior to appointment to the temporary position, the HR Director shall develop an offer letter outlining the conditions of employment, including the duration, salary of the position, and whether the exchange may become a regular position.
- E. If the employee returns to the employee's previous position or to a similar position, the employee shall receive a salary within the wage range of the position, plus any salary advancements that the employee would have attained for satisfactory performance in the previous position had the employee not participated in the career mobility.
- F. If the career mobility assignment does not become a career service status position, the HR Director shall return the employee to the employee's previous position or a similar position for which s/he qualifies, if a position is available.

8. Assignment/Reassignment

- A. Management staff may reassign employees from one position to another based on business need. Management may reassign duties among employees that fall within the scope of each position.
- B. A reassignment may be initiated by management staff for administrative reasons or for staffing needs. A reassignment also may be requested by an employee.

9. Rehire

- A. The HR Director may authorize the rehire of a former career service employee, without going through the competitive selection process, if the employee is rehired within twelve months of the former employee's termination date.
 - 1. A former employee who has been terminated for cause is not eligible for rehire under this section.
 - 2. An employee who is rehired under this section may be required to serve a probationary period.
- B. An employee is eligible to be rehired without going through a competitive selection process only in a former or substantially equivalent position and comparable or lower salary to that formerly held.

10. Volunteers

- A. The County Commissioners may establish a program for the use of volunteers.
- B. The HR Director shall develop a policy or guidelines for use of volunteers.
- C. Volunteer service may be recognized for determining minimum qualifications for competition for a career service position.

11. Internship - The HR Director or County Commissioners may authorize a student internship program and may stipulate to the payment of a stipend or wage outside of a particular pay grade to the intern.