



New Classifications/Reclassifications Policy 2.13

Board Approval Date: 10-05-2004

Supersedes Policy Dated: 10-26-1999

Policy

New classifications will be developed when the Personnel Director determines a new or revised classification description does not fit into an existing classification.

Procedure

Once the determination is made that a new classification is to be developed, the following steps will be taken:

1. A “draft” class description will be prepared by the Personnel Department with assistance from the Department Head(s) directly involved.
2. The “draft” class description will be presented to County Administration for approval.
3. Once approved by the County Administrator, the class description will be returned to the Personnel Director, who will then have it evaluated for pay equity ranking.
4. The Personnel Director will evaluate pertinent factors and make a recommendation on a wage range for the new classification. The pertinent factors may include:
 - a. The Pay Equity Ranking
 - b. Job Market Analysis
 - c. Salary Surveys
5. If a union classification is involved, the County enters into negotiations with the appropriate union to establish appropriate wage range. The Personnel Director will forward the proposal to the County Board for final approval.

Reclassifications

Positions will be reviewed for classification when:

1. A new position is created.
2. There has been a significant change in a current position.

Classification reviews may be initiated by:

1. The Department Head where the position is located.
2. The Personnel Department.



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Procedures

1. The individual Department Head will submit the following information to the Personnel Department:
 - a. Who would this person report to?
 - b. If applicable, who will they supervise?
 - c. Level of supervision needed
 - d. Duties
 - e. Minimum requirements necessary to apply for the position
 - f. Exempt/non-exempt status
2. The Personnel Department will draft a proposed classification description. The “draft” classification description will then be returned to the applicable Department Head for approval before submission to County Administration. After a thorough review for content, the Department Head will return the “draft” classification description (with any additions, corrections, or deletions) to the Personnel Department for final review. Three outcomes are possible at this time:
 - a. If the new classification description *does not have significant changes* and the original classification is still appropriate, the new position will remain classified under its original classification.
 - b. If the new classification description *has major modifications* and would more appropriately fit into another existing classification, the new position will be reclassified into the more suitable existing classification description.
 - c. If the new classification description *has major modifications* and no longer fits the current or any other existing classifications, the Personnel Department will request that a new classification be developed.
3. The Personnel Department will discuss the proposed classification with the Department Head prior to making a final decision. The Personnel Director will notify the appropriate Department Head, in writing of his/her recommendation on the classification prior to submitting the recommendation to the Personnel Committee/County Administration.
4. The Personnel Department will then forward the revised classification description for the pay equity ranking, if applicable.
5. Upon completion of the pay equity ranking the Personnel Director will contact the Department Head to review the recommendation.



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6. Recommendation will be forwarded to the County Administrator for approval, if applicable.

A probationary period is required for reclassifications. The anniversary review date will change upon reclassification.

Reclassification will not be used for the purpose of avoiding restrictions concerning lay off, demotion, and promotion.