## IX-1 NATURE OF PLAN

The Classification Plan as approved and adopted by the Law Enforcement Merit System Council, upon recommendation of the Director of Human Resources, shall include for each class of positions an appropriate title and a class specification. The Director of Human Resources shall maintain the official class specifications in the classification plan. The Law Enforcement Merit System Council may establish new classifications and divide, combine, alter, or abolish existing classifications based upon the recommendation of the Director of Human Resources.

## IX-2 INTERPRETATION OF CLASS SPECIFICATIONS

### A. Nature and Interpretation of Class Specifications

Class specifications are descriptive and explanatory and are not restrictive. The language of class specifications is not to be construed as limiting or modifying the authority which the Sheriff has to add or delete duties and responsibilities, so long as such changes fall within the general guidelines of the classification of the position involved.

### B. Title of Position

The class specification title of a position shall be used in all financial and personnel documents.

### C. Minimum Qualifications

Minimum qualifications are statements of the minimum background as to education, experience, and other qualifications which shall be required in all cases as evidence of an appointee's potential to properly perform the work.

## IX-3 ALLOCATION/REALLOCATION PROCEDURES

### A. Allocation Factors

Every position in the classified service shall be allocated by Human Resources, after consultation with the Sheriff, to the appropriate class in the Classification Plan. The allocation of a position to a classification shall be determined by the duties and responsibilities of the position. Positions shall be allocated to the same classification if they meet the following requirements:

1. Sufficient similarity with respect to duties and responsibilities;

IX-3 A. 2. Substantially the same requirements as to training and experience, knowledge and ability;

3. Substantially the same test of fitness; and

4. The same schedule of compensation

B. Official Position Audit Requests

1. An employee who thinks he/she is being worked out of classification may file a written request for a review with the Sheriff who shall investigate the situation and take the following actions:

a. Resolve the concern through informal discussion with the employee and document the resolution. Consultation with Human Resources may be necessary for clarification of the classification. It is the responsibility of the Sheriff to consider all possible options to resolve the situation without working the employee out of classification.

b. If the Sheriff believes that there is sufficient justification, he/she may request an official position audit by Human Resources. Documentation supporting the request shall be forwarded to the Director of Human Resources.

2. If the employee disagrees with the action taken by the Sheriff, the employee may file a written request with the Director of Human Resources for a review of the position by official position audit. Such requests shall be routed through the Sheriff who shall attach the documentation describing the Department resolution.

C. Reallocation of Existing Positions

Upon a written request from the Sheriff or an employee for an official position audit, the Director of Human Resources shall determine whether a material and permanent change in the duties or responsibilities of a budgeted position has occurred. Human Resources may identify the need to schedule and conduct an official position audit and, if so, shall determine whether to reallocate a budgeted position and take appropriate action. Approval of the County Administrator is required prior to implementation if the reallocation results in a classification of a higher salary grade.

D. Effective Date

The effective date of all classification and compensation actions shall be the first day of the pay period following County Administrator approval unless otherwise specified.