



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-49

Effective Date: 12/04/5015

Revision Date: NEW

A handwritten signature in cursive script, appearing to read "C. D. Delaney", is written over a horizontal line.

County Administrator

SUBJECT: **CHANGES TO MINIMUM QUALIFICATIONS, LICENSURE AND/OR CERTIFICATION REQUIREMENTS FOR POSITION CLASSIFICATION SPECIFICATIONS**

DEPARTMENT RESPONSIBLE: **HUMAN RESOURCES DEPARTMENT**

I. PURPOSE

The purpose of this procedure is to provide a standardized process for departments to follow when the minimum qualification(s) and/or licensure/certification requirement(s) are revised for a classification specification within the County's classification systems.

II. BACKGROUND

Pima County Merit System Rules and Law Enforcement Merit System Rules assign the Human Resources Department responsibility for maintaining the County's position classification systems. On occasion, the minimum qualification(s) and/or licensure/certification requirement(s) for a classification specification may be revised. When this happens, current employees filling positions in the classification are required to meet the revised minimum qualification(s) and/or licensure/certification requirement(s).

II. DEFINITIONS

- A. Classification: A code and title assigned to a grouping of similar positions as described in the appropriate classification specification.
- B. Class Specification: The official document defining the type and level of duties and responsibilities and the minimum qualifications of the positions assigned to a particular classification.

III. PROCEDURES

The following procedures shall be followed when the minimum qualification(s) and/or licensure/certification requirement(s) for a classification specification are revised and a department has employees in the classification at the time of the revision:

-
- A. Human Resources shall notify affected departments when a classification specification has been revised.
 - B. Appointing Authorities shall review the classification specification changes and identify which employees (within the classification) do not meet the revised minimum qualification(s) and/or licensure/certification requirement(s) of the classification specification.
 - C. Appointing Authorities, in conjunction with the Human Resources Department, shall establish a reasonable amount of time, but not exceeding 12 months, for affected employees to meet the revised minimum qualification(s) and/or licensure/certification requirement(s). Appointing Authorities shall also inform the employee(s) in writing how long the employee(s) will have to meet the revised minimum qualification(s) and/or licensure/certification requirement(s).
 - D. If applicable, Appointing Authorities shall use the appropriate industry standard for determining the amount of time for affected employees to meet the revised requirements, not to exceed 12 months.

IV. RESPONSIBILITY

- A. The Human Resources Department is responsible for making necessary changes to classification specifications and notifying the affected departments and employee groups when a classification specification has been updated or revised.
- B. Appointing Authorities are responsible for providing a reasonable amount of time (not less than 6 months) to employees in a classification where the minimum qualification(s) and/or licensure/certification requirement(s) have changed and for notifying the affected employees of the amount of time they will be allotted to meet the revised minimum qualification(s) and/or licensure/certification requirement(s).
- C. Appointing Authorities are responsible for providing reasonable assistance to employees, during normal work schedules, to prepare for meeting the new requirements. Additionally, Appointing Authorities shall fund the cost of the first exam (if an exam or test is required) to meet the new requirements.
- D. Employees assigned to a classification for which the minimum qualification(s) and/or licensure/certification requirement(s) have been changed are responsible for meeting the revised minimum qualification(s) and/or licensure/certification requirement(s) within the allotted time provided by their Appointing Authority. Employees that fail to meet the revised minimum qualification(s) and/or licensure/certification requirement(s) after a reasonable amount of time may be subject to corrective action up to and including termination

REFERENCES: Merit System Rules 11 and 12
Law Enforcement Merit System Rule XII