



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-11

Effective Date: 02/05/1996

Revision Date: 05/14/2013

C. Pulley
County Administrator

SUBJECT: **NEW CLASSIFICATION REQUEST / AUTHORIZATION**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. BACKGROUND

Pima County Merit System Rules govern the creation and modification of the County's classification system. Pima County Law Enforcement Merit System Rules govern the creation and modification of classifications for those positions that fall under the provisions of the Law Enforcement Merit System. The Human Resources Department is responsible for making recommendations to the Board of Supervisors for new classifications under the County's classification system. The Human Resources Department is responsible for making recommendations to the Law Enforcement Merit System Council for new classifications positions that fall under the classification plan adopted by the Law Enforcement Merit System Council.

II. PROCEDURE

A. Departments Request New Classification:

- Departments requesting a new classification shall contact the Human Resources Department by sending a memorandum from the Appointing Authority or designee of the requesting department to the Human Resources Director detailing the reasons why a new classification may be required and providing a synopsis of the typical tasks and functions that positions within the proposed new classification may be required to perform.
- Departments that are not sure whether a new classification is necessary should contact the Human Resources Department Classification Team to discuss available classifications that may be appropriate or other options.

B. Human Resources Staff:

- Will review the request submitted by the department to determine if a new classification is warranted or whether a current classification may serve the needs of the department either in its current version or with minor updates or revisions.
- If Human Resources Staff determine a new classification is warranted, Human Resources Staff will work with the requesting department and other affected departments as necessary to create a draft of the new classification and obtain

affected departments concurrence on the classification and proposed salary grade/range to be assigned to the classification.

- Once concurrence of the affected departments is obtained for the proposed new classification and salary grade/range, the Human Resources Department will forward the proposed new classification to the County Administrator for review and presentation to either the Board of Supervisors or the Law Enforcement Merit System Council as appropriate for final approval.
- After approval of the new classification by the Board of Supervisors or Law Enforcement Merit System Council, the Human Resources Department will publish the new classification to affected departments using normal distribution channels and post the new classification to the County's website.

III. RESPONSIBILITY

The Human Resources Department is responsible for creating new classifications and coordinating requisite approval for the new classifications through the County Administrator to either the Board of Supervisors or the Law Enforcement Merit System Council as appropriate. The Human Resources Department is also responsible for making minor updates or revisions to existing classifications.

All departments are responsible for notifying the Human Resources Department when there is a need for either a new classification or revision/update to an existing classification.