

9.1 NATURE OF CLASSIFICATION SYSTEM

The Classification System, as approved and adopted by the Board of Supervisors, shall include for each classification an appropriate title and classification code, which shall be used in all financial and personnel documents. Human Resources shall maintain the official class specifications in the Classification System. The Board of Supervisors may establish new classifications and divide, combine, alter, or eliminate existing classifications based upon the recommendation of Human Resources. Human Resources may revise a class specification as necessary.

9.2 CLASS SPECIFICATIONS

Class specifications are descriptive and explanatory and are not restrictive. The language of class specifications is not all inclusive and shall not be construed as limiting or modifying the ability which Appointing Authorities have to add or delete duties and responsibilities, so long as such changes fall within the general guidelines of the classification involved. Changes in the duties and responsibilities of an employee which are not within the general guidelines of the classification must be reported to Human Resources by the Appointing Authority.

9.3 POSITION ALLOCATION

Every position in the classified service shall be assigned to an appropriate classification by Human Resources, after consultation with the Appointing Authority.

- A. The assignment of a classification to a position shall be determined by the duties and responsibilities of the position. Positions shall be assigned the same classification if they meet the following requirements:
  - 1. Sufficient similarity with respect to duties and responsibilities;
  - 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. The Appointing Authority is responsible for ensuring that employee work assignments fall within class specifications.

- 9.3 C. A permanent employee may file a written request with the department for a determination of whether the duties and responsibilities currently performed by the employee fall within the assigned classification.
1. Within ten (10) business days of receipt of request, the department shall provide a written response indicating action to be taken.
  2. Either the employee or the department may subsequently file a request with Human Resources for an official position audit.
  3. Within ten (10) business days of receipt of request, Human Resources shall provide a written response indicating action to be taken.
  4. Human Resources may conduct an official position audit and provide further response as Human Resources deems appropriate.
  5. Human Resources shall determine whether to reallocate a position. Approval of the County Administrator is required if the reallocation results in a classification of a higher salary grade or open salary range. If the reallocation requires allocation of additional funds, approval of the Board of Supervisors is required.

9.4 EFFECTIVE DATE

The effective date of all classification and related compensation actions shall be the first day of the pay period following County Administrator approval, unless otherwise specified. Retroactive compensation requires specific approval by the County Administrator and the Board of Supervisors.