Classification/Reclassification Process

2U. **Job Classification**

The purposes of a classification plan are:

- To provide the fundamental basis of the compensation program and other aspects of the personnel program.
- To provide like pay for like work.
- To establish Qualification standards for each class and a basis for recruiting, testing and other selection purposes.
- To provide managers with a means of analyzing work distribution, areas of responsibility, lines of authority, and other relevant relationships between individuals and groups of positions.
- To assist managers in determining personnel service costs and projections for annual budget requirements.
- To provide a basis for developing standards of work performance.
- To establish lines of promotional opportunity.
- To indicate employee training needs and development potential.
- To provide uniform and meaningful titles for all positions.
- To develop written descriptions, including performance criteria, for all classes.
- To standardize class titles such that each indicates a definite range of duties and responsibilities and has the same meaning throughout County employment.

Titles and Job Descriptions - Each position shall have a job description that includes a concise description of the duties and responsibilities of the position. Position descriptions take into consideration the requirements of the job and are merely descriptive and explanatory of the work to be performed. They may not include all of the duties and are not intended to replace detailed work assignments.

Maintenance of Job Descriptions - Department Heads are responsible for notifying the HR Director of any material changes in positions. The HR Director will review the Job Description and the placement of the position on the pay scale according to the CLASSIFICATION PROCESS below.

New Positions - Only the BOC may authorize the addition of any new positions based on the recommendation of the Personnel Review Committee (Administrator, Finance Director, HR Director).

Classification occurs when a request will affect the existing budgeted FTE count. Some asks may include a position that has previously been classified, and other asks may be for positions that have not yet been classified or established with Morrow County.

Reclassification

Reclassification is a change in grade of an existing or previously classified position. When there has been substantive, measurable change in job content and degree of responsibility or a restructuring of roles within a department, positions should be reviewed to ensure they reflect the appropriate grade. It is natural that over time staff members will have increased knowledge and skills, take on more responsibility and be able to work more independently. Such growth within a position may or may not

warrant a reclassification. As a general rule of thumb, an increased work load does not justify a change in classification if the level of work is the same. A change in classification is based on a substantive change in level of accountability and responsibility.

Reclassification of a position shall not be used as a substitute for disciplinary action or to avoid restrictions concerning compensation.

Reclassification of a position shall also not be used as a reward for exceptional performance. Submitters must be mindful of reclassifying the position instead of the employee.

Reclassification will have the following effect on employee status:

To a Higher Salary Range - When a position is reclassified to a class that carries a higher salary range and the incumbent meets the qualifications established for the class, the employee will serve the appropriate probationary period in the new class. If the incumbent does not meet the necessary qualifications, the rules governing transfer, demotion or layoff will apply.

To the Same Salary Range - When a position is reclassified within the same salary range, or there is a change in title or description that does not constitute an upgrading or down grading of the class, the incumbent will retain the same probationary or regular status in the new class. Any exception to this rule must be based on a finding that the new class requires knowledge, skills or abilities which the incumbent does not possess.

To a Lower Salary Range - When a position is reclassified due to an employee request that some responsibilities be transferred to other positions, it will be considered a voluntary reduction in duties and will result in a corresponding reduction in pay. When a position has been reclassified as a result of a reduction in duties and responsibilities for operational considerations, it will be considered an "involuntary" reduction in duties and will result in a wage freeze.

Classification Process

Initial Classification/Reclassification Process

Initial Classification

New positions will be vetted in conjunction with the budget process. In order to begin the process for a new position, the department head must deliver submit a completed FTE Ask application and job description to the Human Resource Director before November 1 for consideration for the next fiscal year starting July 1. A request outside of the normal budget process, must receive approval for an exception to be considered by the County Administrator, before submitting an FTE request to Human Resources.

1. In order to establish an appropriate pay range, the Human Resource Director will evaluate the application and job description for placement on the pay range scale based on the JOBMEAS™ method.

2. Human resources will have 30 days to complete this process and notify the submitter with the results. If there is a delay in the process, the submitter will be notified prior to the expiration of the 30 days.
3. A written notice of findings will be prepared by HR. The results will be presented to the requesting department head and the County Administrator. The submitter will have seven calendar days to notify Human Resources of any discrepancies.
4. If no request for further review is received within seven calendar days Human Resources will take the findings to the Personnel Review Committee to review and forward their recommendation to the Board of Commissioners for final decision.

Reclassification

Any proposed change of duties, which could affect a position's classification shall be submitted to Human Resources. A reclassification shall include the reclass application, and a redline updated job description.

A change in a position's allocation does not constitute a sole basis for determining whether the employee in a position will also be assigned to the new position.

The reclassification application may only be submitted by the department head or the employee in the position. In order to have a position considered for reclassification, the submitter must submit the completed application and redline job description to the Human Resource Director before November 1 for consideration for the next fiscal year starting July 1.

Pay grade adjustments through the reclassification process for individual positions may be approved outside the budget process by the County Administrator, if no budget amendment is required to fund such adjustment.

1. The Human Resources Director will review the application for completeness and conformity to standards and inform the submitter that the reclassification request will be processed.
2. In order to establish an appropriate pay range, the HR director will evaluate the application and job description for placement on the pay range scale based on the JOBMEAS™ method. Human Resources will prepare an estimate on the position's overhead cost.
3. The Human Resource Director, County Administrator, and Finance Director will meet and review the application and attachments. The Personnel Review Committee will have 30 days to complete this process. If there is a delay in the process, the submitter will be notified prior to the expiration of the 30 days.
4. A written notice of recommendation to the BOC will be prepared by HR. The results will be presented to the submitter, the department head and the County Administrator. If the submitter believes there has been a discrepancy in the results, he/she will have seven calendar days to notify Human Resources.

5. If no request for further review is received within seven calendar days, Human Resources will take the Personnel Review Committee's recommendation to the Board of Commissioners for final decision. Human Resources will notify the employee of the decision.

*** JOBMEAS™ is a tool for evaluating job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allows for the comparison of duties and skills as job factors.*