

SECTION V - POSITION MANAGEMENT

A. Position Allocation: The official establishment of a position by a department head/elected official cannot take place without the approval of the Board of County Commissioners. No person shall be hired or appointed and no regular employee promoted to any position (exceptions may occur for the occasional seasonal, emergency/temporary, contractual, or part-time professional work needs), until it has been properly allocated as follows:

1. The development or revision of a current job description
2. The proper classification of the position
3. The presentation of justification as to the need for the position or for the promotion and advancement of an employee
4. Verification that funds are available to support the position

B. Job Description: The initial content of all job descriptions shall be provided by subject matter experts such as department heads/elected officials, supervisors, and incumbent workers through the use of questionnaires, written documents, and related materials. If needed, verification shall be obtained through on-site job audits conducted or coordinated by human resources personnel. Based upon obtained information, human resources personnel shall prepare the description in approved format for final draft. All employees will be assigned to employment as provided in an established job description and must be able to meet the requirements for performing the "essential functions" of the position to which assigned. Employees will be required to sign the job description in acknowledgment of the position responsibilities and essential functions. Standard formats shall be established by human resources personnel to include essential and marginal duties and responsibilities and minimum qualifications (training, education, and experience). The description shall be used by the county as the basis for:

1. The classification of the position and determination of its rate of pay
2. Preparation of examinations and for determination as to whether an applicant or employee meets minimum requirements for a particular class of positions
3. As a basis for preparation of a position announcement soliciting applications from interested individuals for position vacancies
4. The orienting of a new employee to the duties and responsibilities of a position to which hired or promoted by an administrative officer, supervisor, or department head/elected official

5. The basis for the development of performance management objectives and evaluations.

C. Classification: All positions shall be comparatively evaluated against a set of common factors and are assigned a class title encompassing a specific salary range on the compensation plan. All employees hired will receive compensation according to the classification of the position for which they are hired. No salary shall be approved for any individual unless it conforms to the approved classification and compensation plan. Most employees will be hired at the entry level and will progress through the salary range based on job knowledge and performance warranting such advancement. Refer to Section IX for further details regarding advancement through the salary range.

D. Reclassification: If the duties and responsibilities of a position change significantly, the human resources personnel, under the direction of the elected official, shall perform or cause an analysis to be performed of the job to determine reclassification eligibility. Reallocation of a class or reclassification of a position to a class with a different pay range shall not generally decrease an employee's salary. Normally, the employee's pay shall be adjusted to a step within the new pay range which is at least equal to the current salary. The human resources personnel shall inform the Board of County Commissioners of such reclassification actions.

E. Reorganization: Reclassification may be required from time to time as a result of reorganization. Should circumstances arise from the reorganization or reclassification process which require the abolition of a position, this shall be treated as a reduction-in-force (See Section VIII). Reorganization shall also be sufficient cause for reclassification by way of reassignment. In an effort to minimize the effects of a reduction-in-force brought about by reassignment, reclassification, or reorganization, the following options shall be considered:

1. The employee may be returned to a lesser position.

OR

2. The employee may be transferred to another position, depending upon qualifications and available position vacancy.

If the employee's pay is greater than the maximum for the position to which assigned or transferred, the employee shall be placed on a salary

freeze for a period not to exceed two (2) years. If during the two year period, the employees rate of pay falls back within the assigned pay range, the freeze shall be lifted. If at the end of two years, the employee's pay rate still falls above the maximum of the pay range, that employee's pay rate shall be reduced to the maximum of the assigned position.