

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 5-2  
Revision No.: 1

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## **Classification System**

**OVERVIEW:** Alachua County's classification system is a methodical approach to collecting, analyzing and maintaining information regarding positions in the County's workforce.

**SCOPE:** A classification system will be maintained for all positions in the County.

### **PROVISIONS:**

1. **Classification System.** The classification system is an evaluation process that compares positions in terms of relative contribution to the organization and clusters positions accordingly to ensure that positions of equal difficulty and requirements are equitably compensated.
2. **Composition of the Classification System.** The classification system consists of the following:
  - a. A grouping of positions into classes;
  - b. A class specification containing a title, listing of knowledge, skills, abilities, core competencies, minimum qualifications and licenses required for each class;
  - c. A description for each job within a class, listing the type of work, the scope of duties and responsibilities, and supervisory responsibilities; and
  - d. A pay grade allocation for each class based on:
    - i. Job analysis,
    - ii. Salary surveys,
    - iii. Internal equity surveys, and
    - iv. History of recruitment and retention challenges.
3. **Classification Actions.** The Human Resources Office shall be responsible for the maintenance of the Classification System.
  - a. **Requests.** Requests for reclassification of an existing position are typically addressed through the budget process and effective at the beginning of the fiscal year.
  - b. **Approval.** The Administrating Official may approve the review and reclassification of a position at a time other than the beginning of a fiscal year upon submission of a request explaining why the request was not submitted during the budget cycle.
  - c. **Reclassifications.** Only reclassifications resulting in the creation of a new position that must be added to the compensation plan need to be approved by the Board of County Commissioners.

4. **Classification Reviews.** To ensure the accuracy of the existing title, class specification, job description, and salary range, the Human Resources Office will initiate a maintenance review for each position every five years, pending approval of the Board of County Commissioners.
5. **Positions Reviews.** Individual positions may be reviewed as follows:
  - a. Review Requests. Positions will not normally be subject to the classification review process more frequently than once per twelve-month period and must document the following:
    - i. The grade to which the class is allocated is inadequate for the County to attract or retain qualified persons,
    - ii. Reorganization within the department creates inequity in position classification or pay grade allocations or
    - iii. Major reallocation of duties and responsibilities creates inequity in position classification or pay grade allocations.
  - b. Position Review Request Form. Using a Position Review Request Form (Appendix C), an incumbent or department director may initiate a classification review.
    - i. A review initiated by an incumbent must be submitted via the employee's department director.
    - ii. Review Requests will be submitted to the Human Resources Office and will include a job analysis questionnaire.
  - c. The Human Resources Office will make a recommendation regarding the position and job specification, based on all or some of the following:
    - i. Review of the completed job analysis questionnaire,
    - ii. Additional information from the supervisor and/or position incumbent,
    - iii. A site visit for observation/desk audit.
    - iv. Outside agency surveys, if necessary.
  - d. The Human Resources Office will forward to the department director the results of the Position Review, which may include:
    - i. A detailed analysis including methodology, compensable factors, salary comparisons and conclusion.
    - ii. A new or revised classification specification
  - e. The department director's signature shall indicate concurrence with the recommendation of the Human Resources Office.
  - f. **Reclassification to an Existing Classification.** If the recommendation is to reclassify the position to an existing classification, the reclassification will be effective on the date of approval by the Administrating Official.
    - i. To implement the approved reclassification action, the department will submit an Employee Action Form to the Human Resources Office.
  - g. **Reclassification to a New Classification.** If the recommendation is to reclassify the position to a new classification, it must be included in the pay plan prior to reclassification of the position.
    - i. The Human Resources Office will recommend to the Administrating Official the reclassification action, the establishment of the new classification, the title and salary range.

- ii. Upon the Administrating Official's approval, the recommendation to create a new classification will be presented to the Board for approval.
  - iii. Upon the Board's approval to establish the new classification the Human Resources Office will implement the reclassification action.
- 6. **Appeal Process.** The department director may appeal the decision by the Human Resources staff by indicating non-concurrence on the form.
  - a. Such an appeal will be reviewed by the Classification Review Committee (CRC). The CRC will be composed of five members appointed by the Administrating Official, and shall meet as needed.
  - b. The department director or designee may submit additional information to the CRC in the form of paperwork and/or an oral appeal.
  - c. Department directors will be notified of the date and time to present an oral appeal to the CRC.
  - d. Following the CRC's decision, a revised classification report will be sent to the department director and Human Resources Office for review prior to final recommendation to the Administrating Official.
  - e. If either a department director or Human Resources Office does not agree with the CRC's decision, they may attach documentation for the Administrating Official's review.
  - f. The Administrating Official's decision shall be final.
  - g. Copies of the final job description, class title and job specification will be forwarded to the appropriate department director, who will be responsible for distribution to the supervisors and incumbents.
- 7. **Organizational Study.** An organizational study is the evaluation of all positions, departments or work units.
  - a. The department director determines that a section of a program or unit needs to be reorganized to more effectively implement the County's mission, goals and strategic objectives.
  - b. Department directors and the Human Resources Office are responsible for determining the structure, job design, and efficiency of reorganizations.
  - c. To initiate an organizational study, the department director should submit the following to the Human Resources Office:
    - i. A copy of the proposed reorganization including an organizational chart,
    - ii. An analysis of the organizational impact of the proposed reorganization, and
    - iii. A completed position questionnaire on all affected positions.
  - d. The Human Resources Office will review the request; conduct detailed on-site audits as necessary and forward a recommendation to the department director.
    - i. If the department director and the Human Resources Office do not agree, the appeal process will be followed.
  - e. The Administrating Official must approve new classifications, adjustments to classifications or amendments to classifications prior to presenting proposed changes to the Board of County Commissioners.
  - f. Upon the Administrating Official's approval, new classifications, or adjustments to classifications' salary ranges will be presented to the Board for approval.

- g. The Board must also approve any reorganizations resulting in amendments to the Alachua County Code of Ordinances.
- h. Upon final approval, the requesting department must submit the appropriate Employee Action Form(s) to implement the reorganization.

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County Manager

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County Attorney