

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

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## **Classification System**

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

**SCOPE:** A classification system will be maintained for all positions of the Board.

### **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 properly 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 comparisons, and
    - iv. History of recruitment and retention challenges.
3. **Classification Actions.** The Human Resources Department 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.

If the request is outside the normal annual budget cycle, prior to seeking the Administrating Officials approval, an Employee Action Form will be submitted through the standard workflow process to include the appropriate Assistant County Manager, Human Resources, Equal Opportunity Office, and the Office of Management and Budget. All supporting documents including specific reasons for the request, comparisons, communications, etc., will be attached and sufficient in nature to allow for an appropriate decision. Further documentation may be requested for completion of the review. This applies to items four (4), five (5) and seven (7), below.

- 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.
- c. Reclassifications. Reclassifications resulting in the creation of a new position, and/or salary range/pay grade changes must be approved by the Board.
- d. The creation or elimination of positions must be approved by Board action.

4. **Classification Reviews.** To ensure the accuracy of the existing title, class specification, job description, and salary range, Human Resources will periodically initiate a review for each position, pending approval of the Board.

- a. Departments will review the classification specifications applicable to the department and/or division(s) for accuracy.
  - i. The department will communicate recommended changes for applicable classification specification to Human Resources using the process of redline and/or red text and strikethrough method or “track changes” in a Word document.
  - ii. Human Resources will review recommended changes and make appropriate updates to the classification specification.

5. **Position Reviews.** Individual positions may be reviewed as follows:

- a. Human Resources will make a recommendation regarding the position and job specification, based on all or some of the following:
  - i. Review of the completed Job Assessment Tool (JAT);
  - ii. Additional information from the supervisor and/or position incumbent;

- iii. A site visit for observation/desk audit;
  - iv. Internal classification and equity comparisons; or
  - v. Outside agency surveys, if necessary.
- b. Position Review Request Form. Using a Position Review Request Form (Appendix C-7), 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 Human Resources and will include a JAT.
- c. The Human Resources Department will communicate the results of the Position Review to the department director.
- d. The Department Director will review the recommendation of the Human Resources Director.
- e. Reclassification to an Existing Classification. If the recommendation is to reclassify the position to an existing classification, the reclassification will be effective the first day of the pay period as designated by the Administrating Official.
- f. 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 Department 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 Department will implement the reclassification action. The position change will become effective on the first day of the pay period as designated by the Administrating Official.
6. **Secondary Review Process**. The Department Director may communicate disagreement with the decision made by the Human Resources staff in writing to the Human Resources Director.
- a. The Department Director or designee may submit additional information to the Human Resources Director.

- b. Upon completion of the second review, the Human Resources Director will determine their finding.
  - c. If the Department Director does not agree with the Human Resources Director's finding, they may submit documentation for the Administrating Official's review.
  - d. The Administrating Official's decision shall be final.
  - e. 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 in consultation with Human Resources, may conduct an organizational study to determine whether 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 Department 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 Department via applicable Assistant County Manager or Deputy County Manager:
    - i. A copy of the proposed reorganization including an organizational chart.
    - ii. A diagram of the organizational impact of the proposed reorganization; and
    - iii. A completed position questionnaire on all affected positions.
  - d. The Human Resources Department will review the request; conduct detailed on-site audits as necessary and forward a recommendation to the Department Director.
- If the Department Director and Human Resources do not agree, the secondary review process will be followed.
- e. The Administrating Official must approve recommended new classifications, adjustments to classifications or amendments to classifications prior to presenting proposed changes to the Board.
  - 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 Employee Action Form(s) to implement the reorganization to the Human Resources Department.

#### 8. Pay Plan Adjustments.

As a result of an external salary survey or an internal equity study, the salary range of specific classifications may be adjusted.

- a. **General Rule.** An employee in a classification whose salary range is adjusted upward due to a salary review, will receive an increase to the new base unless their salary is above the new base. This excludes collective bargaining compensation adjustments. The Administrating Official may limit the percentage salary increase for all employees in affected classifications.
- b. **Downward Adjustment.** If the salary range of a classification is adjusted downward, the salaries of the current employees in that classification will not be affected.