



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

4-01

CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference:

CALEA Standards Reference: 21.1.1, 21.2.1, 21.2.2, 21.2.3

NCCHC Standards Reference:

SCLEA Standards Reference:

SC Minimum Standards:

This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To set forth agency responsibility, regarding classification and delineation of duties and responsibilities.

II. Policy:

It is the policy of Charleston County Government to maintain a position classification system that is fiscally responsible and strives to attract new employees, retain existing employees, and motivate all employees to perform.

(Ref: CALEA 21.2.3 item c)

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, or Class III, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

A. Positions within the Sheriff's Office are assigned to a specific classification based on an evaluation of the degree of difficulty, duties and responsibilities, and requirements of the position. Positions that are similar, in terms of duties, responsibilities, and qualification requirements, will be consolidated into a single classification. (Ref: CALEA 21.2.1 item a, and 21.2.3 item a)

B. The evaluation process is based on information contained in the *position description* and may be augmented by a job audit.

1. A *position description* is completed and maintained on file for every position or group of positions assigned to the Sheriff's Office.

2. The *position description* describes specific duties and responsibilities; essential and non-essential functions (to include the percentage of time spent on those functions and the frequency of the duties); level of responsibility/flexibility; required knowledge, skills, and abilities; physical and related requirements; and acceptable and/or required education, training, and experience.
(Ref: CALEA 21.1.1 items *a, b, c* and *d*, and 21.2.3 item *b*)
- C. Once a position has been evaluated and assigned to a specific classification, specifications are created and maintained on file for every position. The class specification describes the class title; class code number; general statement of duties; distinguishing features of the class; examples of essential work (illustrative only); required knowledge, skills, and abilities; acceptable and/or required experience and training; required special qualifications; and essential physical abilities.
(Ref: CALEA 21.2.1 item *b*)
- D. Each classification has an established pay grade that represents the value of the position to the County in relation to other positions in the organization. Each pay grade contains a range of pay rates that establish the minimum grade, considered the entry point for an employee who meets the minimum requirements of the position, and the maximum grade which is considered the maximum value of the position to the County. (Ref: CALEA 21.2.1 item *c*)
- E. Classification of New Positions:
 1. When a Department determines the need for a new position, a *position description* identifying the anticipated duties must be completed.
 2. The position will be evaluated and assigned to a classification.
 3. Once classification has been established, the Sheriff's Office can request authorization to fill the position.
- F. Reclassification of Existing Positions:
 1. Reclassifications that involve additional salary funding can only be submitted during the budget development process for the following fiscal year.
 2. In order to qualify for a reclassification, the position must have experienced a significant and permanent change in duties and responsibilities.

3. The following items must be submitted to the Charleston County Human Resources Office for reclassification requests:
 - a. if the position is occupied: an updated, detailed *position description* which reflects the actual duties being performed and is signed by the employee who currently occupies the position (incumbent), supervisor, and department chief;
 - b. if the position is vacant: a *position description* completed by the supervisor based on the anticipated duties of the position;
 - c. a letter of explanation and justification explaining how the position has changed and how the changes came about. If new duties are involved, explain how these new duties were generated, who performed these duties previously, and what percentage of the job is devoted to performing the new duties. The letter must be specific in outlining the actual differences between the old duties and the new duties; and
 - d. an organizational chart from the requesting department showing positions and/or incumbents.
4. After the position has been evaluated, it will be assigned to a classification.
5. The requesting department is notified of the position's classification, which establishes the title and pay grade, and can then verify that the salary amount is within budgetary limits.
6. If the reclassification is approved, the requesting department must submit the appropriate paperwork needed to initiate the actual change.
(Ref: CALEA 21.2.1 item d)

G. Administration of the Classification Plan:

1. The Charleston County Human Resources Office is responsible for the administration of the classification plan, to include the following duties:
 - a. evaluation of position(s) for classification;
 - b. notifying the requesting department/office of the appropriate classification upon completion of the evaluation;

- c. developing and maintaining pay tables;
 - d. maintaining all *position descriptions* and specifications, developing and revising when necessary;
 - e. notifying the Charleston County Budget Office of reclassifications for funding purposes; and
 - f. periodically reviewing the classification system to ensure it is updated as required to reflect changes in job duties and elements or the financial conditions of the surrounding area which may affect the market rate for jobs.
2. The Human Resource Office of the Sheriff's Office is responsible for coordinating activities relating to the classification of new positions, or the reclassification of existing positions, to include the following:
- a. ensuring that the appropriate paperwork is completed and that the minimum requirements, as it pertains to classification requests, have been met;
 - b. assisting with the development of *position descriptions* as necessary;
 - c. forwarding all applicable paperwork to the Charleston County Human Resources Office;
 - d. assisting the Charleston County Human Resources Office with the scheduling of job audits;
 - e. communicating with the Sheriff's Office Finance Office to ensure available funding;
 - f. providing all employees with copies of the class specifications for their positions;
 - g. maintaining copies of *position descriptions* and class specifications on all Sheriff's Office positions and making them available to personnel upon request; and
 - h. complete a documented review of job descriptions of all Sheriff's Office positions every four years, ensuring job descriptions are current and relevant. (Ref: CALEA 21.2.2)

