

## **PROCEDURE 302-2 - JOB CLASSIFICATION**

The Department of Human Resources is responsible for evaluating and classifying positions. The Department of Human Resources must classify all positions prior to posting the position, commencing recruitment, or placing an employee in the position.

The County currently uses the Hay Guide Chart-Profile Method of Position Evaluation™ to classify positions. Using the Hay methodology, the Department of Human Resources assigns points to evaluation criteria based on an analysis of the Job Evaluation Questionnaire prepared by the department/agency/office and, if necessary, a desk audit. The evaluation criteria include knowledge and skills required, the level of discretion and problem-solving required, and the scope of accountability and level of autonomy.

Classification determinations are documented on the Job Evaluation Questionnaire. If employees believe their supervisor has reported duties inaccurately in the Job Evaluation Questionnaire, they should address their concerns within the department/agency/office first. If the concerns are not resolved, employees are encouraged to contact the Department of Human Resources.

### **Reclassification**

Reclassification is the process of moving a position from one classification level to another and is conducted in the same manner as classification. Reclassification is not the equivalent of promotion, transfer, or demotion, each of which involves movement of an employee into a different position.

When the duties and responsibilities of a position change by at least 25%, the department/agency/office should contact the Department of Human Resources, which will determine whether the changes warrant reclassification.

The incumbent must meet the minimum qualifications of the reclassified position. If the changes create a substantially different position, retention of the employee in the position outside of the regular recruitment process must be approved by the Department of Human Resources.

Frequently, reclassifications impact two positions simultaneously (e.g., one position gains duties previously performed by another position). If reclassification of one position impacts another position, the Job Evaluation Questionnaire for each impacted position must also be updated and submitted to the Department of Human Resources. Reclassifications are effective the first day of the pay period following approval of the request.

New positions created as the result of an Immediate Action Request (IAR), a Request for Additional Resources (RAR) or a Capital Improvement Project (CIP) Request must be filled as approved by the Board of County Commissioners. Such positions may not be reclassified within one year of approval without authorization by the County Manager.

### **Pay Rate Changes**

Where a position is filled at the time it is reclassified, the employee's pay must be adjusted if it is outside the pay range of the new pay grade. Departments/agencies/offices will collaborate with the Department of Human Resources to establish the new pay rate and will consider both internal equity and the employee's qualifications. Pay rate changes associated with a reclassification are usually effective the first day of the pay period following approval of the

request. Where reclassification results in a pay rate reduction of more than 10%, the reduction to bring the employee's pay within the new pay range may be implemented incrementally with approval by the Department of Human Resources. Employees whose current rate of pay is reduced as a result of reclassification to a lower grade may seek review of the rate, but not the grade or loss of earning potential, through the Dispute Resolution Process.

### **Classification Appeals**

Only department/agency/office leaders may seek review of classification determinations. Employees should discuss concerns regarding classification with their supervisor or others in their chain of command.

Department/agency/office representatives are encouraged to address classification concerns informally with the Department of Human Resources. A formal classification appeal may be submitted to the Director of Human Resources if the department/agency/office leader believes that a classification determination is not accurate or is not consistent with the classification of positions within the department/agency/office or within the County.

The County Manager will appoint a Classification Appeal Committee, which must include the Director of Human Resources, to respond to classification appeals. The Committee will meet with the department/agency/office leader and the Department of Human Resources to make a final classification determination. The Committee will determine classification, not compensation.

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