

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

Human Resources is responsible for the assessment of positions and subsequent assignment to a salary grade. All jobs will be assessed according to the County's compensation plan based on market benchmark data and internal comparable value. This plan establishes a consistent basis for measuring and ranking the relative market worth of each job.

### **Procedures for Initial Assignment of Positions for a Salary Grade**

1. All new and existing jobs are assigned to a salary grade based on their relative worth as determined by market benchmark data and the County's relative internal worth.
2. D/A/O Leaders will submit a job description outlining the duties, responsibilities, requirements and qualifications of the position to Human Resources for review and salary grade assessment. Human Resources will compare job duties and responsibilities outlined in the job description to the definitions found in market benchmark data and assign the job to the appropriate salary grade by comparing the salary survey data to the midpoints of the salary grades.
3. If the job does not sufficiently match a salary survey definition, the job description is compared to market data for other jobs within the D/A/O and the position is ranked based upon its relative worth. Human Resources conducts this assessment, and in consultation with the D/A/O Leader, confirms the position title and assigns a salary grade. To maintain equity and consistency of job requirements within a job band, Human Resources may require specific requirements, like years of experience or descriptors of scope and complexity, be added or adjusted as part of the job description approval process.
4. The D/A/O Leader is notified in writing of the position title and salary grade assignment after which recruitment for the vacancy may begin. The assigned pay grade provides a range with a minimum to a maximum rate. New employee compensation within any salary grade is based on duties, responsibilities, the extent to which they meet required qualifications, and external market factors.
5. When there is disagreement regarding a position assessment, an appeal may be made to Human Resources by the D/A/O Leader. The Human Resources department will coordinate and facilitate the appeal process with the Compensation Review Committee.

### **Requested Review of an Existing Job's Salary Grade Assignment**

A job reassignment occurs when a job is moved to a different grade and/or job code because the essential job functions have significantly changed or the DAO wishes to restructure the use of an FTE position based on business needs. D/A/O Leaders may request review of specific jobs during specified time frames each year, and in conjunction with the annual budget process. Requests must be submitted to Human Resources by the D/A/O Leader for consideration by the Compensation Review Committee.

**Reallocation** - A reallocation involves a change to an existing **vacant** FTE position that results in different primary duties and a different job code. This may occur due to:

- A substantive revision in the duties of the position,
- A restructuring of departmental outcomes or service delivery models, or
- A strategic shift in how existing FTEs are utilized.

**Reclassification** – A reclassification involves a change to an existing **vacant or occupied** FTE position that results in a new job grade. This likely occurs due to the addition of substantive and permanent change in duties **NOT** related to a formal and approved career progression plan.

### **Procedures for Reclassification or Reallocation of an Existing Position**

1. All requests for the reallocation or reclassification of existing full-time equivalent (FTE) positions will be subject to a formal quarterly review process. This process is designed to ensure consistency, transparency, and alignment with organizational priorities and budgetary constraints.
2. Review of a position's classification is warranted when there has been a material, significant and permanent change in job duties or a repurposing of primary duties to a new or different job. The direct supervisor or D/A/O Leader is responsible for recognizing such job changes.
3. When the supervisor and D/A/O Leader determine that a reallocation or reclassification is warranted, a new job description should be drafted and submitted with other required documentation to Human Resources by the D/A/O Leader for committee review.
4. Upon receipt of the reclassification/reallocation review submission, Human Resources will assess the duties and responsibilities of the proposed job description through review of relative internal worth and published salary surveys with any market benchmarking costs funded by DAOs. This process may include an interview with the employee and/or supervisor. Following this evaluation, Human Resources will recommend reassignment to the review committee for consideration where appropriate.
5. If evaluation determines that the proposed job description is still within the same salary grade, no salary adjustment will be made. In an instance where an employee's job is reassigned to a lower salary grade, the employee's salary will not be changed; however, the reclassified grade maximum will define the limit of future pay increases. In an instance where an employee's job is reassigned to a higher salary grade, the employee's pay may be adjusted up to five percent (5%) for each salary grade shift not to exceed the greater of ten percent (10%) or the minimum of the new salary grade. Job grade shifts of two or more grades must be reviewed and approved by the Human Resources Director or designee to ensure incumbent employees possess the required knowledge, skills, and experience to perform the newly defined job.
6. Exceptions to this review must be submitted by D/A/O Leaders to the Director of Human Resources and County Manager Liaison for approval. When there is disagreement regarding the reassessment of a position, an appeal may be made in writing to Human Resources by D/A/O Leaders.

### **Compensation Review Committee**

All reallocation and reclassification requests will be reviewed by a standing committee composed of:

- Deputy County Manager
- Assistant County Manager
- Director of Financial Management and Administration
- Budget Director
- Human Resources Director

## Quarterly Review Timeline

Submission Window	Committee Review Period	Effective Date for Approved Requests
Dec. 15 – Feb. 15	March	<b>April 1</b> or the first day of the prior pay period
Mar. 15 – May 15	June	<b>July 1</b> or the first day of the prior pay period
June 15 – Aug. 15	September	<b>October 1</b> or the first day of the prior pay period
Sep. 15 – Nov. 15	December	<b>January 1</b> or the first day of the prior pay period

### Submission and Review Process

1. **Department Submission:** Departments must submit completed reallocation or reclassification forms to their designated Human Resources Partner within the applicable submission window.
2. **Initial Review:** The HR Partner will forward all documentation to the Budget Department for review prior to quarterly committee review.
3. **Clarification Phase:** Human Resources and Budget may reach out to the originating department for additional information or clarification as needed.
4. **Committee Preparation:** All finalized forms will be compiled and distributed to the review committee no later than two weeks prior to the scheduled review meeting.

This structured process ensures that all position changes are evaluated holistically, with consideration for fiscal impact, strategic organizational alignment, and workforce planning.

*Effective 05-01-2021, Resolution No. 014-21  
Revised 03-31-2026*