

Rule XII: The Classification of Positions

RULE XII

The Classification of Positions

Section A. Adoption

The Civil Service Commission, in accordance with County Charter requirements, shall adopt and make part of these rules the basic classification plan for all positions in the merit system. This plan, consisting of the class titles and specifications, shall be set forth in a supplement to these rules known as the Classification Plan.

Section B. Interpretation of the classification plan

1. Job classes

Positions under the Classification Plan are grouped into categories, or job classes, according to the nature of work, difficulty of duties, level of responsibility and qualification requirements. Each job class includes positions sufficiently similar in duties, responsibilities and nature of work to justify the same qualification requirements and the same pay range or rates of pay for all positions in the job class. Class specifications shall be interpreted in their entirety and in relation to the others in the Classification Plan when assigning any position to a job class.

2. Format and definitions

The format and definitions of terms used in class specifications shall be determined by the Commission and included in the introduction to the Classification Plan.

Section C. Maintenance of the classification plan

1. Establishment of job classes

Where the work needed to be performed differs in difficulty, accountability, nature, and training and experience required for proper performance, from that of existing job classes, the Division of Personnel shall recommend to the Commission the establishment of a new job class for inclusion into the Classification Plan. The recommendation shall include a descriptive title, class specification or other job description acceptable to the Commission, unique class code number, the means of assignment to a pay range, and the recommended pay range assignment. No position may be classified to a job class until the job class has been established by formal approval of the Commission.

2. Classification of positions

The Division of Personnel shall assign each position to its appropriate job class, placing in each job class those positions which are substantially similar with respect to difficulty, accountability, and nature of work and require generally the same training and experience for proper performance and to justify equal pay range assignments.

3. Establishment of new positions

Requests for new positions shall be initiated by appointing authorities in the manner and on the forms approved and provided by the Personnel Director. No person shall be appointed to, employed, or paid in a new position in the merit system until the position has been properly classified by the Division of Personnel and approved by Budget.

4. Reclassification of positions

Rule XII: The Classification of Positions

- a. It shall be the responsibility of an Appointing Authority to report to the Division of Personnel organizational and program changes which will significantly alter or effect changes in existing positions. Whenever a permanent and material change is made in the duties and responsibilities of a position, the Appointing Authority shall update and forward a detailed description of the duties and responsibilities to the Division of Personnel.
- b. The Division of Personnel, upon its own initiative or upon the written request of an employee or Appointing Authority, shall review the duties of positions affected by changes in organizational structure, assigned duties and responsibilities, or for other appropriate reasons. Departments and employees in positions under review shall be required to complete a detailed written description, in the form and manner prescribed by the Division of Personnel, of the duties and responsibilities of the positions and provide any other necessary information as determined by the Division of Personnel. Upon approving or denying a request for reclassification, the Division of Personnel shall notify the Appointing Authority and the employee affected of such action.
- c. Reclassification shall not be used to avoid the provisions of these rules in connection with layoffs, appointments, demotions, promotions, reinstatements and discharges. Following the reclassification of a vacant position from one job class to another class regardless of level, the method of filling the position shall be determined in accordance with the rules regarding appointments, reinstatements, transfers, demotions, or promotions, as may be appropriate.

5. Status of employee upon reclassification of positions

Upon reclassification of a filled position, the incumbent shall be granted the same status in the new job class as held in the former job class, subject to the conditions for upward reclassification of filled positions.

6. Conditions for upward reclassification of filled positions

- a. Reclassification of filled merit system positions to higher-level job classes will be subject to the following conditions:
 - (1) completion of the probationary period in the lower-level job class prior to reclassification unless otherwise authorized by the Commission;
 - (2) the basis for reclassification is the gradual accretion of duties and responsibilities during the period of service of the employee or under conditions approved by the Division of Personnel, or is the result of a necessary and logical assignment of work within the organizational unit which was not done to avoid the competitive process;
 - (3) a determination that continuation of the added duties and responsibilities is compatible with sound organization principles;
 - (4) a determination that the added duties and responsibilities upon which the reclassification is based could not reasonably have been assigned to any other position; and
 - (5) prior approval of the employee's qualifications by the Division of Personnel.
- b. When a position has been changed materially over a relatively short period of time by the addition of duties and responsibilities not appropriate for the current classification, and the knowledge and skills required for the position are substantially different from those required when the incumbent filled the position, the employee shall be required to compete for continued employment in the position.

Rule XII: The Classification of Positions

- 81 c. If any position is reclassified to correct an error in its previous classification, the employee
82 shall be entitled to continue to occupy the position with the same status in the new class as
83 held in the former job class unless directed otherwise by the Civil Service Commission.

84 7. Conditions for downward reclassification of filled positions

- 85 a. Reclassification of filled merit system positions to lower-level job classes will be subject to the
86 following conditions:

- 87 (1) the basis for reclassification is the gradual erosion of duties and responsibilities during the
88 period of service of the employee or under conditions approved by the Division of
89 Personnel, which is the result of changes in organizational needs, work processes or
90 technological improvements;
- 91 (2) determination by the Division of Personnel that continuation of the reduced duties and
92 responsibilities is compatible with sound organization principles, and that the reduction
93 was not done to avoid the administration of discipline; and
- 94 (3) responsibilities upon which the reclassification is based could not reasonably have been
95 addressed through training or other performance intervention.

- 96 b. If any position is reclassified to correct an error in its previous classification, the employee
97 shall be entitled to continue to occupy the position with the same status in the new class as
98 held in the former job class, unless directed otherwise by the Civil Service Commission.

99 8. Periodic review of classifications

100 The Division of Personnel may establish a periodic review program requiring appointing authorities
101 to verify that their employees are performing work appropriate to their classification or indicating
102 where there have been significant changes in assigned duties and responsibilities. Departments
103 will be required to provide supporting documentation as necessary.

104 9. Compliance required

- 105 a. No employee shall be regularly assigned duties other than those appropriate to the
106 classification of the position occupied except upon authorization of the Commission. Pursuant
107 to a policy of temporary assignment compensation approved by the Commission, the
108 Personnel Director may authorize temporary assignments to other duties for a period not to
109 exceed six months (13 pay periods) without changing classification, to meet emergencies, to
110 train an employee, or to adjust work due to the temporary absence of other employees. The
111 Temporary Assignment Policy is a separate document and is available in the Division of
112 Personnel.
- 113 b. All assignments to merit system positions shall include only work appropriate to their
114 classifications. Relief work during vacation periods, holidays, or other paid time off shall not
115 justify a change in classification. Each Appointing Authority is responsible for maintaining the
116 integrity of the classification plan by limiting employees to the performance of duties
117 appropriate to their classifications. No employee shall be required to perform duties generally
118 performed only by employees occupying positions in other job classes except in case of
119 emergency, for training purposes or to adjust work due to the temporary absence of other
120 employees.

Rule XII: The Classification of Positions

- 121 c. The Commission shall investigate complaints and allegations concerning abuse of the
122 classification system within County departments and agencies, particularly those which may
123 involve the misuse of County funds or which may be in serious violation of sound
124 organizational principles.

125 Section D. Right of Appeal

126 If an employee or Appointing Authority believes that a position has been improperly classified or
127 reclassified, or that duties and responsibilities appropriate to the job class have been removed or
128 that duties and responsibilities not appropriate to the job class have been assigned for a period
129 greater than 60 days without a request for reclassification or temporary assignment pay, a review by
130 the Personnel Director may be requested. The decision of the Personnel Director may be appealed
131 to the Commission in accordance with the Civil Service Commission Rule on Appeals, Hearings
132 and Investigations.

133 Section E. Amendment of the classification plan

134 The Classification Plan may be amended by the Commission. In order to meet management's
135 needs and to respond to changing program and organization requirements, the Personnel Director
136 may initiate a recommendation, or upon recommendation of an Appointing Authority may
137 recommend to the Commission, the establishment or abolishment of job classes or revision of
138 existing job classes. The Personnel Director may anticipate the formal action of the Commission by,
139 tentatively, establishing or abolishing a job class or revising an existing job class, after consultation
140 with the Commission. Such action shall be subject to the formal approval of the Commission at a
141 later meeting. The Commission may also direct the Division of Personnel to conduct special
142 classification and compensation projects and pilot programs in support of innovations and
143 improvements in the facilitation of work and delivery of pay to County employees.