

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 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

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

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42 positions. Whenever a permanent and material change is made in the duties and responsibilities
43 of a position, the Appointing Authority shall update and forward a detailed description of the
44 duties and responsibilities to the Division of Personnel.

45 b The Division of Personnel, upon its own initiative or upon the written request of an employee or
46 Appointing Authority, shall review the duties of positions affected by changes in organizational
47 structure, assigned duties and responsibilities, or for other appropriate reasons. Departments and
48 employees in positions under review shall be required to complete a detailed written description,
49 in the form and manner prescribed by the Division of Personnel, of the duties and responsibilities
50 of the positions and provide any other necessary information as determined by the Division of
51 Personnel. Upon approving or denying a request for reclassification, the Division of Personnel shall
52 notify the Appointing Authority and the employee affected of such action.

53 c Reclassification shall not be used to avoid the provisions of these rules in connection with layoffs,
54 appointments, demotions, promotions, reinstatements and discharges. Following the
55 reclassification of a vacant position from one job class to another class regardless of level, the
56 method of filling the position shall be determined in accordance with the rules regarding
57 appointments, reinstatements, transfers, demotions, or promotions, as may be appropriate.

58 5 Status of employee upon reclassification of positions

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

62 6 Conditions for upward reclassification of filled positions

63 a Reclassification of filled merit system positions to higher-level job classes will be subject to the
64 following conditions:

65 (1) completion of the probationary period in the lower-level job class prior to reclassification
66 unless otherwise authorized by the Commission;

67 (2) the basis for reclassification is the gradual accretion of duties and responsibilities during the
68 period of service of the employee or under conditions approved by the Division of Personnel,
69 or is the result of a necessary and logical assignment of work within the organizational unit
70 which was not done to avoid the competitive process;

71 (3) a determination that continuation of the added duties and responsibilities is compatible with
72 sound organization principles;

73 (4) a determination that the added duties and responsibilities upon which the reclassification is
74 based could not reasonably have been assigned to any other position; and

75 (5) prior approval of the employee's qualifications by the Division of Personnel.

76 b When a position has been changed materially over a relatively short period of time by the addition
77 of duties and responsibilities not appropriate for the current classification, and the knowledge and
78 skills required for the position are substantially different from those required when the incumbent
79 filled the position, the employee shall be required to compete for continued employment in the
80 position.

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

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7 Conditions for downward reclassification of filled positions

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

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

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

8 Periodic review of classifications

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

9 Compliance Required

a No employee shall be regularly assigned duties other than those appropriate to the classification of the position occupied except upon authorization of the Commission. Pursuant to a policy of temporary assignment compensation approved by the Commission, the Personnel Director may authorize temporary assignments to other duties for a period not to exceed six months (13 pay periods) without changing classification, to meet emergencies, to train an employee, or to adjust work due to the temporary absence of other employees. The Temporary Assignment Policy is a separate document and is available in the Division of Personnel.

b All assignments to merit system positions shall include only work appropriate to their classifications. Relief work during vacation periods, holidays, or other paid time off shall not justify a change in classification. Each Appointing Authority is responsible for maintaining the integrity of the classification plan by limiting employees to the performance of duties appropriate to their classifications. No employee shall be required to perform duties generally performed only by employees occupying positions in other job classes except in case of emergency, for training purposes or to adjust work due to the temporary absence of other employees.

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

Section D. Right of appeal

If an employee or Appointing Authority believes that a position has been improperly classified or reclassified, or that duties and responsibilities appropriate to the job class have been removed or that duties and responsibilities not appropriate to the job class have been assigned for a period greater than 60 days without a request for reclassification or temporary assignment pay, a review by the Personnel

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127 Director may be requested. The decision of the Personnel Director may be appealed to the
128 Commission in accordance with the Civil Service Commission Rule on Appeals, Hearings and
129 Investigations.

130 Section E. Amendment of the classification plan

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