

## **Chapter 2: Classification**

### **Section 2-1: Employment Categories**

Regular Full-Time Position - positions that require a regularly scheduled work week of 40 hours or more. Individuals in these positions are eligible for all benefits.

Regular Part-Time Position - positions that require a regularly scheduled work week of at least 20 but less than 40 hours. Individuals in these positions are eligible for benefits on a pro-rated basis.

Limited Term or Project Position - positions that are established on a full-time or part-time basis to perform a specific function or project with the term of employment depending on the continuing need or funding for the function being performed. Unless designated otherwise at the time of employment, individuals in these positions are not eligible for benefits or pro-rated benefits.

Work as Required (WAR) Position - positions that are established on a full-time or part-time basis but for a seasonal or temporary period of time and part time positions established for less than 20 hours per week. Individuals in these positions work only when required and are not eligible for benefits.

Exempt Position – A position identified as exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act.

Non-Exempt Position – A position identified as subject to the minimum wage and overtime requirements of the Fair Labor Standards Act.

### **Section 2-2: Position Classification Plan**

The Position Classification Plan is the official system of grouping positions on the salary scale based on established classification factors.

Classification is the entire process of assigning and reassigning individuals to positions, and positions to pay grades.

For classification purposes, a position is a group of assigned duties and responsibilities as outlined in the job description requiring full or part time employment of one person. A position may be occupied or vacant.

The job description includes job title, a general statement of the job, specific duties and responsibilities of the position, the knowledge, skills, and abilities needed to perform the job, minimum education and experience, licenses or certifications required as a condition of employment, and a statement regarding employee utilization in adverse weather and emergency conditions. Department Heads have the responsibility of assuring that job descriptions for positions in their departments are accurate and reflect essential functions.

Classification factors include essential job duties and responsibilities, knowledge, skills, and abilities needed to perform the job, role within the organization, and internal and external job evaluation. (A job duty is essential if performing the function is the reason the position exists and if not performing the function alters the nature of the position.)

### **Section 2-3: Creation and Maintenance of Classification Specifications**

Prior to the establishment of a new position, a job description covering the duties, responsibilities and minimum qualifications for the proposed position(s) shall be developed and submitted to the Human Resources Department for review.

The Human Resources Department shall examine the proposed position, recommend the proper classification, and forward the request to the County Administrator for approval.

No person shall be appointed, promoted, demoted, transferred, or paid in any position until the position has been first established.

#### **Section 2-4: Maintenance of Classification Plan**

The pay classification of each position shall be reviewed as directed by the County Administrator.

Abolished positions shall be removed from the Classification Plan.

The Director of Human Resources is responsible for maintaining an official copy of the Position Classification Plan, as approved or amended by the County Administrator. The official copy includes a schematic list of positions and their respective pay grade and any amendments. A copy of the official classification plan shall be available in the Human Resource Department for inspection by the public or any employee under reasonable conditions during normal operating hours.

#### **Section 2- 5: Position Allocation List**

The Director of Human Resources shall maintain the official list of all authorized positions in County service and shall cause changes to be made to the list only when authorized. A copy of the Position Allocation List shall be provided to the Board of Supervisors any time positions are added or deleted and annually, together with a summary of changes which have been approved by the County Administrator or the Board during the fiscal year.