

PROPOSED RECLASSIFICATION POLICY

Applicability: Civil Service and Non-Civil Service Departments unless exempted or superseded by specific state or federal law.

Resources: It is recommended that a Classification Committee be established with representatives from the Department of Budget and Management, the Department of Human Resources, and the Treasurer's Office.

RECLASSIFICATION

3.22 Offices and departments may submit reclassification requests at any time during the year, but they will be considered for approval during the annual budget process. If an immediate business necessity exists, a reclassification request may be considered at a time other than the annual budget process, but a Commissioner's Court waiver is required.

3.23 Position reclassifications may be required when fundamental changes in the position duties have occurred over time and are the result of required business changes, organizational restructuring or changes in a program or department mission. Reclassifications will only occur when a position's job responsibilities have changed significantly in level and/or scope over an extended period of time compared to the duties and responsibilities listed on the position job description. A reclassification request may or may not result in a change in salary grade and until salary grades are established, a change in salary.

3.24 Reclassification requests must be submitted on a completed Personnel Adjustment Request Form, with a copy of the current job description, and a copy of the proposed job description to the Department of Budget and Management with a copy to the Human Resources Department.

The Human Resources Department will conduct a job audit (desk audit or on-site audit) of the position to determine if a reclassification is justified, and will make a recommendation on the job title and job description. The Budget and Management Department will conduct a salary audit of the position to determine the appropriate salary grade and until salary grades are established, the appropriate salary and will make a recommendation on the proposed salary. Both departments will submit their recommendations to the Classification Committee for approval. If approved by the committee, the Elected Official/Department Head will present the requested reclassification to the Governing Authority for its approval. All approved adjustments will be effective on the first day of the first full pay period following approval by the Governing Authority.

***Note:** Department Heads may assign other (additional) duties to an employee in addition to those listed in a job description without requiring a reclassification. The job description is intended to provide a general job description with examples of work and duties to be performed and these may change according to the changing needs of the Department and/or the County. A reclassification may be warranted when fundamental changes in the position duties occur over time as defined above.