

32 and require generally the same training and experience for proper performance and
33 to justify equal pay range assignments.

34 3. ESTABLISHMENT OF NEW POSITIONS – Requests for new positions shall be
35 initiated by appointing authorities in the manner and on the forms approved and
36 provided by the Personnel Director. No person shall be appointed to, employed, or
37 paid in a new position in the merit system until the position has been properly
38 classified by the Division of Personnel and approved by Budget.

39 4. RECLASSIFICATION OF POSITIONS

40 a. It shall be the responsibility of an Appointing Authority to report to the Division of
41 Personnel organizational and program changes which will significantly alter or
42 effect changes in existing positions. Whenever a permanent and material
43 change is made in the duties and responsibilities of a position, the Appointing
44 Authority shall update and forward a detailed description of the duties and
45 responsibilities to the Division of Personnel.

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

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

62 5. STATUS OF EMPLOYEE UPON RECLASSIFICATION OF POSITIONS – Upon
63 reclassification of a filled position, the incumbent shall be granted the same status in

64 the new job class as held in the former job class, subject to the conditions for
65 upward reclassification of filled positions.

66 6. CONDITIONS FOR UPWARD RECLASSIFICATION OF FILLED POSITIONS

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

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

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

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

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

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

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

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

92

- 92 7. CONDITIONS FOR DOWNWARD RECLASSIFICATION OF FILLED POSITIONS
93 a. Reclassification of filled merit system positions to lower-level job classes will be
94 subject to the following conditions:
95 (1) the basis for reclassification is the gradual erosion of duties and
96 responsibilities during the period of service of the employee or under
97 conditions approved by the Division of Personnel, which is the result of
98 changes in organizational needs, work processes or technological
99 improvements;
100 (2) determination by the Division of Personnel that continuation of the reduced
101 duties and responsibilities is compatible with sound organization principles,
102 and that the reduction was not done to avoid the administration of discipline;
103 and
104 (3) responsibilities upon which the reclassification is based could not
105 reasonably have been addressed through training or other performance
106 intervention.
107 b. If any position is reclassified to correct an error in its previous classification, the
108 employee shall be entitled to continue to occupy the position with the same
109 status in the new class as held in the former job class, unless directed otherwise
110 by the Civil Service Commission.
- 111 8. PERIODIC REVIEW OF CLASSIFICATIONS – The Division of Personnel may
112 establish a periodic review program requiring appointing authorities to verify that
113 their employees are performing work appropriate to their classification or indicating
114 where there have been significant changes in assigned duties and responsibilities.
115 Departments will be required to provide supporting documentation as necessary.
- 116 9. COMPLIANCE REQUIRED
117 a. No employee shall be regularly assigned duties other than those appropriate to
118 the classification of the position occupied except upon authorization of the
119 Commission. Pursuant to a policy of temporary assignment compensation
120 approved by the Commission, the Personnel Director may authorize temporary
121 assignments to other duties for a period not to exceed six months (13 pay
122 periods) without changing classification, to meet emergencies, to train an
123 employee, or to adjust work due to the temporary absence of other employees.

124 The Temporary Assignment Policy is a separate document and is available in the
125 Division of Personnel.

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

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

139 SECTION D. RIGHT OF APPEAL – If an employee or Appointing Authority believes
140 that a position has been improperly classified or reclassified, or that duties and
141 responsibilities appropriate to the job class have been removed or that duties and
142 responsibilities not appropriate to the job class have been assigned for a period greater
143 than 60 days without a request for reclassification or temporary assignment pay, a
144 review by the Personnel Director may be requested. The decision of the Personnel
145 Director may be appealed to the Commission in accordance with the Civil Service
146 Commission Rule on Appeals, Hearings and Investigations.

147 SECTION E. AMENDMENT OF THE CLASSIFICATION PLAN – The Classification
148 Plan may be amended by the Commission. In order to meet management's needs and
149 to respond to changing program and organization requirements, the Personnel Director
150 may initiate a recommendation, or upon recommendation of an Appointing Authority
151 may recommend to the Commission, the establishment or abolishment of job classes or
152 revision of existing job classes. The Personnel Director may anticipate the formal action
153 of the Commission by, tentatively, establishing or abolishing a job class or revising an
154 existing job class, after consultation with the Commission. Such action shall be subject
155 to the formal approval of the Commission at a later meeting. The Commission may also

- 156 direct the Division of Personnel to conduct special classification and compensation
157 projects and pilot programs in support of innovations and improvements in the
158 facilitation of work and delivery of pay to County employees.