



PERSONNEL RULES AND REGULATIONS

RULE 10: <i>Classification System</i>	Approved: <i>January 1, 2015</i>
REGULATION 1: <i>Classification System Administration</i>	Pages: <i>1 of 2</i>

Section 1: Introduction

The Human Resources Director shall be responsible for the maintenance of the Classification System including, but not limited to, the classification of new jobs and the maintenance of current job/class descriptions, class lists, as well as Classification System records.

Section 2: Preparation and Content of the Classification System

The Human Resources Director may create and amend, as provided in the PRR, written descriptions for each Class in the Classification System as well as job descriptions for each job within a Class. Each Class shall have a title and a description of the general duties and responsibilities. The County's Classification System generally follows the EEO-4 codes, descriptions, and allocation of positions.

The class descriptions are narrative and not restrictive. They are intended to indicate the types of jobs allocated to a particular Class based upon their general duties and responsibilities and are not to be construed as declaring specific duties/responsibilities or as limiting or modifying the power of Department Heads to assign, direct, or control the essential functions assigned to a particular job or control the work of employees under their direction. In determining the Class to which a job should be allocated, the description of each Class shall be considered as a whole. Consideration shall be given to the essential functions, peripheral duties, minimum qualifications, knowledge, skills, and abilities of the job as well as its relationship to jobs in other Classes.

The County's Classification System is attached hereto as "Appendix A."

The Human Resources Director is responsible for the administration of the Classification System so that it will reflect the overall duties performed by each employee in the classified service and the Class to which each job is allocated.

Section 3: Provisions and Procedures

- A. *New Position.* Whenever a Department Head desires to create a new position, a *New Position Creation Request Form* shall be completed and submitted to the Human Resources Director and County Administration. The Human Capital Committee will be notified of the request, who will then authorize (or deny authorization) an official job description be created and an analysis to be conducted. The Human Resources Department shall consult with the Department Head in the creation of the job description to ensure it accurately



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reflects the necessary qualifications, knowledge, skills, and abilities necessary to successfully perform the essential functions as set forth by the Department Head. Once the job description is finalized, The Human Resources Director will evaluate and determine the job's pay grade, present to the Personnel Policy Board for recommendations, and will communicate the results to the Human Capital Committee, who, in turn, will notify the Department Head.

- B. *Position Recognition.* In the event that it appears a position is no longer recognized by a collective bargaining agreement, the Human Resources Department and County Administration shall notify the County Attorney's Office and provide reasons for changing the status of the position. Upon confirmation from the County Attorney's office that the position is not recognized by the collective bargaining agreement, the Human Resources Department and County Administration will notify the union of this determination. The position will then be reviewed for grade/class assignment (see *Section 3; item A* of this Regulation for process).

Reviews of positions are typically conducted at the time of a vacancy or every five (5) years, if warranted.

Tenured employees occupying a job within a Class whereby the job and/or Class is eliminated may avail themselves of their rights in accordance with *Rule 13: Separation from County Service, Regulation 1: Types of Separation.*

Tenured employees occupying a job which has been abolished may appeal within 15 calendar days of the receipt of such action to the Personnel Policy Board if the action resulted in a lower pay grade or elimination of their job. Refer to *Rule 1: General Provisions, Regulation 5: Personnel Policy Board Hearings.*



PERSONNEL RULES AND REGULATIONS

Appendix A

Classification System

Code: 01

Title: Officials and Administrators

Description: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

Code: 02

Title: Professionals

Description: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Code: 03

Title: Technicians

Description: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.



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Appendix A

Classification System

Code: 04

Title: Protective Service Workers

Description: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Code: 05

Title: Paraprofessionals

Description: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

Code: 06

Title: Administrative Support (including clerical)

Description: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.



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Appendix A

Classification System

Code: 07

Title: Skilled Craft Workers

Description: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Code: 08

Title: Service-Maintenance

Description: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.