
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 401
EFFECTIVE DATE: 11/10/08
REVISED: 04/05/11
12/15/15
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: POSITION CLASSIFICATION PLAN

I. Purpose:

To develop and maintain a classification plan for all positions.

II. Policy:

2.1 Classification Plan and Key Definitions

Storey County will develop and maintain a classification plan for all positions. Classification is the analysis, development, and placement of positions within the organization or classification plan.

Positions are the approved jobs within the classification plan. Each approved position is defined by written job descriptions (position descriptions) which include the position's title, summary, distinguishing characteristics, essential functions, qualifications (e.g., knowledge, skills, abilities, education, certifications, experience, etc.), physical and mental requirements, and Fair Labor Standards Act exempt or non-exempt status.

Classification plans categorize or group positions into similar duties, qualifications, and responsibilities called "classes." For instance, five Administrative Assistant I employees in four separate departments are all in the same class, "Administrative Assistant I".

2.2 Classification

- A. Each position shall be classified consistent with this policy and in accordance with the nature and relative complexity of the duties, responsibilities, and authority of the position. Establishment of a position shall be effective when approved by the HR Director and/or Administrative Officer and County Manager.
- B. Positions will be allocated to the same class when the following conditions exist:
 - 1. Generally when the same descriptive title is used to designate the positions;
 - 2. Substantially the same level of education, experience, knowledge, skills, and abilities, and other qualifications are required to perform the duties;

3. Generally when similar tests are used to select employees for the positions; and
 4. The same level of compensation is appropriate for the positions.
- C. In the administrative class, a position statement describing the unique department duties of each position must be developed and accompany each job description. A position statement may be developed for other non-administrative positions as needed. The position statement does not change the class of the position.

2.3 New Positions

All new positions shall be approved by the County Manager.

- A. The elected official or department head preparing a request for a new position shall consult the HR Director and/or Administrative Officer to analyze the position and determine its appropriate class and grade based on its duties and other qualifying factors.
- B. When a new position is proposed, the facts must be reported on the prescribed forms (Form 402 F) to the HR Director and/or Administrative Officer, and the County Manager, and should be submitted as part of the annual budget process.
- C. If necessary, establishment of a new position may be submitted outside of the annual budget process only if there is a demonstrated immediate need.

III. RESPONSIBILITY FOR REVIEW: The County HR Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.