
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 402
EFFECTIVE DATE: 11/10/08
REVISED: 12/15/15
10/04/22
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: RECLASSIFICATION & REALLOCATION

I. Purpose:

To establish county policy and procedures for the request, consideration, and approval of position reclassification.

II. Policy:

2.1 Reclassification

Reclassification means the allocation of a position to a different class which results from changes and duties of the position, but not necessarily the position's incumbent employee. The reclassification may be to a newly created class or an existing class in the classification plan. The following apply to reclassifications.

A. When a department head, supervisor, or elected official believes that the duties of an existing position have changed to the extent they no longer fit within its assigned class or no longer conform to changes of the organization (or department), the duties of the position will be reviewed and, if appropriate, the position may be reclassified to the appropriate class.

Reclassification of a position shall not be undertaken as a substitute for discipline or hiring practices, nor to effect a change in salary or wages in the absence of a significant change in assigned duties and responsibilities.

B. An employee may submit a written request to his/her supervisor requesting a reclassification study of a position if s/he believes that the position's specifications, duties, and responsibilities have changed, both in number and variety, as to cause a significant and permanent workload increase.

C. The HR Director will determine if the position requested to be studied will be reclassified to a new class.

D. A change in a position's class does not constitute the sole basis for determining whether the employee in the reclassified position will also be assigned to the new position.

1. The decision to reclassify a position shall be made by the HR Director with the concurrence of the County Manager.

2. The decision to place the current employee in the new class of the position shall be based upon the qualifications and job performance of the employee.

The employee will be assigned to the class whenever a position is reallocated to a higher class and the employee has satisfied the following requirements:

- a. Completes the orientation period for the position as previously allocated;
 - b. Demonstrates acceptable or better job performance; and
 - c. Possesses the knowledge, skills, and abilities required for the higher class.
3. Whenever a position is reclassified to a lower level class, the employee will be placed in the lower level class effective the first day of the pay period which follows the approval of the reclassification.
 4. At the discretion of the HR Director, responsibility or acting pay may be paid back to the date on which a formal reclassification request was made if the reclassification is subsequently approved.

2.2 Reallocation

Reallocation means an allocation of an entire class (i.e., group of same positions) to a higher or lower pay grade. An entire class may be reallocated to a higher pay grade or to a lower pay grade based on a change in duties and responsibilities for all positions in the class, or based upon salaries or wages paid by other comparable employers.

Whenever a class is reallocated to a different pay grade level, the employees affected will be placed at an appropriate step in the range of the new pay grade.

2.3 Procedure for classification and reclassification review

The following are the procedures for reviewing and/or approving requests for position classification and reclassification.

A. Submittal process is as follows.

1. Requests for classification review are made by the supervisor, department head, or elected official. S/he will review the request and, if appropriate, submit it to the HR Director with a written memorandum explaining the reasons why the request meets the criteria for a classification study.

At a minimum, the request shall include the specific duty and responsibility changes to the position, and a verification that the changes to the position will be permanent. The HR Director will review the request and respond to the department head or elected official whether or not the study is justified and will be conducted.

2. In the event that the supervisor, department head, or elected official fails or refuses to process an employee's reclassification request, the employee may submit directly to the HR Director a written request for a position reclassification study.

The request must be submitted no later than 120 days prior to the requesting employee's annual performance evaluation date. An employee may not submit more than one request for a job reclassification study per calendar year.

3. The requesting department head, elected official, or employee must submit the following documents with a request for position reclassification.
 - a. Justification for Reclassification Form: Information documented on this form includes from where the duties came (e.g., new duties/program responsibilities, reassigned responsibilities, etc.); program efficiencies to be gained by the reclassification (e.g., cost savings, productivity improvements, etc.); why working the position within its current class is not a viable option; and the extent to which reclassification of the position will change the current staffing configuration.
 - b. Position Description Questionnaire (PDQ): This questionnaire documents the purpose of the position; position responsibilities; contact; decision making responsibility; environmental factors (if applicable); and knowledge, skills and abilities associated with the position. Information documented on this form uses the duties and associated percentages of time to determine essential job functions (versus "marginal" job functions). Derived from this information, physical characteristics required to perform the duties of the position, or class as a whole, are developed for the essential functions. This information is provided to final candidates interviewing for position vacancies and is also used in the analysis of requests for accommodation under the American with Disabilities Act (ADA), workers' compensation issues, and FMLA return-to-work certifications.
4. The HR Director will proceed within 30 days of receipt of such written request to investigate the classification status of the position, and to reasonably attempt to conclude the investigation within ninety 90 days after receipt of the written request and provide the supervisor, department head, or elected official, and the employee with a written decision, which shall include the reasons supporting such decision.
5. Criteria for determining the need for classification review.
 - a. The HR Director may authorize a classification review when, in his/her judgment, permanent and substantial specifications, duties and responsibilities have changed, both in number and variety as to cause an increase in workload in a position.
 - b. The new duties must be clearly defined and assigned as outlined in the documents listed in Submittal Process, 3 before a review is begun.

- c. The HR Director may include in any classification review any positions which are in the same work unit, have related duties, or are in the same class series as the position for which classification review is requested.

2.4 Effective date

The effective date of a reclassification or a class reallocation shall be the date the reclassification/reallocation request is received in the HR office, the date the employee qualifies for the higher level position, or the date funding is available if the reclassification/reallocation is subject to budget approval, whichever is appropriate.

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