



# **WASHOE COUNTY CLASSIFICATION & COMPENSATION GUIDE**

**FOR MANAGERS, SUPERVISORS, AND  
EMPLOYEES  
4/04/02**

Revised: 02/04/08

## TABLE OF CONTENTS

<b>Overview</b>	<b>Page</b>
Background.....	3
Code Provisions.....	3
Guiding Principles.....	4
Accountabilities.....	4
<b>Process for Submitting Requests for Classification</b>	
Budget Review Process.....	7
Requests Outside the Annual Budget Process.....	7
Requests Initiated by Human Resources.....	8
<b>Job Evaluation Process</b>	
Overview.....	9
Process Flow.....	10
Annual Budget Process.....	10
Requests Outside the Annual Budget Process.....	11
<b>Compensation</b>	
Factors Established by the Board of County Commissioners.....	11
Methodology.....	12
<b>Definitions.....</b>	<b>14</b>
<b>Appendix</b>	
A) Justification for Reclassification	
B) Position Description Questionnaire (PDQ)	
C) PDQ Guide	
D) Essential Functions/Physical Characteristics	
E) Salary Comparison Organizations	
F) Grade Point Conversion Table	

## Overview

### Background

In July of 1999 Washoe County retained the HayGroup to conduct a comprehensive classification (point factor system) and compensation study as a result of negotiations with the Washoe County Employees Association (WCEA). The County and the Association were mutually concerned that the current method of classifying jobs (whole job comparison) had created a number of problems that needed to be addressed. In addition the County and the Association agreed on the need to have competitive salaries determined consistently; there was also a desire to involve employees in classification decisions.

The classification and compensation study included a review of approximately 465 classifications representing approximately 1,800 employees. In late 2001 the County began implementing steps to transition to the new classification and compensation system. The Board of County Commissioners (BCC) approved the new system in March 2001.<sup>1</sup>

The fiscal impact for implementing the new system for F/Y 2001/2002 was approximately \$5.7 million. This figure included retroactive payments due employees, as well as costs associated with previously topped out employees becoming eligible for merit increases as a result of salary range increases.

Concurrent with the transition and implementation of the new point factor classification system, in excess of 300 additional classification and reclassification studies were also conducted.<sup>2</sup> In December 2001 the BCC directed staff to provide alternatives for handling position changes and requests for reclassification. Subsequently, staff recommendations for processing classification actions were approved in February 2002.

This *Washoe County Classification and Compensation Guide* outlines the steps involved in processing requests for classification and reclassification (including reorganizations) according to recommendations approved by the BCC. Applicable code provisions, guiding principles, accountabilities, terminology, forms, and an explanation of the compensation program are included in this guide.

### Code Provisions

The following sets forth the relevant Washoe County Code provisions defining the job reclassification process within Washoe County's budgetary and organizational structure. These code provisions recognize the BCC's authority and establish the procedural guidelines to reclassifying positions.

- Section 5.095 – recognizes the Board authority to adopt the classification plan.

---

<sup>1</sup> As a result of the study 75% of the County employees had their salary range maximums increased and 83% of the employees had their salary range minimums increased. The results of the project were implemented effective July 1, 1999 in accordance with the agreement between the County and WCEA.

<sup>2</sup> Budget impact in excess of \$300,000.

- Section 5.099 – provides that all positions in the classified service be allocated to an appropriate classification in the classification plan adopted by the Board.
- Section 5.097 – recognizes that when the Board has authorized organizational or budgetary changes that require the creation, division, combination, alteration, or abolishment of classifications, Human Resources shall bring the classes affected to the job evaluation committee.
- Section 5.101 – provides:
  1. When an appointing authority proposes establishment of a new position or makes a significant change in the duties and responsibilities of an existing position, the facts be reported to Human Resources, and
  2. Requests for reclassifications which result from program changes, establishment of new positions, changes to organizational structure, changes in the level of service which require a new classification, or establishment of new classifications, be submitted on the prescribed forms as part of the department's/division's annual budget process for approval by the Board, and
  3. The job evaluation committee is responsible for evaluating the position. Provision is made to allow for reclassification when, by necessity, it cannot be made part of the budget process.

### Guiding Principles to the Classification Process

In February 2002 the BCC adopted the following guiding principles for the County classification process.

- Department heads and managers must first strive to ensure that the duties and responsibilities of employees under their supervision are consistent with those contained in the existing position and classification as authorized by the Board.
- Permanent changes of responsibilities impacting an authorized position, which may reasonably require reclassification of the position or establishment of a new classification, should be submitted as part of the annual budget process.
- If necessary, change in the responsibilities for a position may be submitted outside of the annual budget process only if there is a demonstrated immediate need; however, the change must be submitted to the Board prior to assigning new duties and responsibilities to the position.

### Accountabilities

It is critical that management follow the process of review prior to reassignment of duties. It is an employee's right, pursuant to Section 5 of the Washoe County Code and/or the respective collective bargaining agreements adopting the Hay classification and pay plans, to process a request for reclassification to the Job Evaluation Committee (JEC) when there has been significant change in kind, difficulty or responsibility of work assignments.

It is management's right to approve and assign duties and responsibilities to specific positions. This right includes the authority to remove and reassign duties determined to be inappropriate to the class that defines a position.

BCC Responsible to:

- Authorize new positions, organizational structure changes, and associated budget;
- Authorize elected officials requests for classification/reclassification requests to be reviewed by the JEC;
- Provide final approval of all classification/reclassification requests including associated adjustments to the department budget.

Assistant County Manager/Elected Department Heads Responsible to:

- Determine if the program efficiencies associated with a request for reclassification (including reorganizations) warrants submitting positions to the Job Evaluation Committee (JEC) for evaluation;
- The Assistant County Manager may forward the request to the JEC or meet with the appropriate Department Head or Elected Official to discuss other options;
- Approve significant changes to class specification to be forwarded to the JEC;
- Elected Officials may submit requests for reclassification directly to the BCC, in lieu of being reviewed by an Assistant County Manager. For classification transactions submitted directly to the BCC by elected department heads, the BCC authorizes or denies action to forward the request to the JEC to evaluate the position.

HayGroup Responsible to:

- Provide advice and oversight to the JEC;
- Provide training to management and the JEC as appropriate;
- Conduct Unclassified Management position evaluations;
- Conduct market surveys and develop compensation structure recommendations;
- Arbitrate contested job classification requests.

Division Director/Department Head Responsible to:

- Assign duties and responsibilities commensurate with approved job classes;
- Work employees within the class approved for their position;
- Report the facts to Human Resources on the forms prescribed by Human Resources, with advice from the appointing authority associated with the proposal of a new position or significant changes in the duties and responsibilities of an existing position;
- Submit changes of responsibilities, to the extent possible, as part of the annual budget process on the forms, and in the manner, prescribed by Human Resources;
- Document from where new duty assignments are derived (i.e., existing positions, new programs, etc.);
- Review vacant job classes as to the most effective use of positions to be filled;

- Determine and communicate program efficiencies to be gained by reclassification and/or reorganization (i.e., cost savings, productivity improvements, etc.);
- Evaluate the cost/benefit associated with continuing to work a position within the current classification;
  - If it is determined that continuing to work the position within the current classification is not a viable option, document the factors that went into that determination;
- Outline changes to the staffing configuration that would occur in a program/area if a position reclassification (or reorganization) were approved;
  - Include a detailed organizational chart for the department/division including line and function responsibility and proposed changes.

Supervisor Responsible to:

- Ensure the preponderance of job assignments conform to the intent and use of a position's job class;
- Review and advise division/department heads on recommendations for the most effective use of vacant positions;
- Obtain authorization to modify a position's job assignment(s) outside of a current position class prior to reassigning position responsibilities;
- Ensure current essential functions for position/classes are maintained and on file within the department.

Job Evaluation Committee Responsible to:<sup>3</sup>

- Meet monthly, or as necessary, to conduct position evaluations and determine the appropriate classification, with points assigned, based upon the point factor comparison methodology – points assigned is the determining factor in establishing the pay range;
- Make changes in job titles, changes to job descriptions, and other changes to job classes in accordance with Ordinance 1117 and the provisions of the Merit Personnel Ordinance;
- Review class specifications to determine if changes (or proposed changes) impact position evaluations;
- Attend training sessions regarding point-factor classification methodology.

Note: Class specification changes must be reported to the JEC – significant changes are reviewed by the Assistant County Manager before review.

Human Resources Responsible to:

- Oversee the classification/compensation process in accordance with County Code and Labor Contracts;
- Maintain equity of the Classification and Compensation Plans;
- Initiate position reviews where the creation of new positions or reassignment of position responsibilities from one position to another may impact other positions;
- Conduct periodic audits of occupations, classes, and/or class series to ensure accurate job class structures;

---

<sup>3</sup> Reference Committee purpose, composition, and terms in Section 5.096 of the Code

- Research historical classification documentation to determine if significant change has occurred which warrants presenting a reclassification request to the JEC for review;
- Conduct interviews with position incumbents to gather information on assigned duties and responsibilities;
- Confirm the duties and responsibilities assigned to position(s) with supervisors and the department head (or designee);
- Conduct “post-audits” of classification/reclassification transactions;
- Submit requests for reclassification to the JEC and provide recommendations to the BCC for approval if the request for reclassification cannot, by necessity, be made as part of the budget process;
- Coordinate the flow of information to managers, supervisors, and employees to include notification of the results of the job evaluation and associated requests;
- Maintain records documenting the classification process and compensation plan;
- Provide budget impact analysis and recommendation for any program/job class changes prior to submission to the BCC.

Note: Consistently unsuccessful attempts to recruit for a position may require Human Resources to initiate a pay evaluation study through HayGroup.

### **Process for Submitting Requests for Classification**

#### Budget Review Process

Authorization of new positions, department reorganizations, and significant reassignment of position responsibilities that impact a position’s job evaluation also impact a department’s base budget. Foreseeable transactions within these three categories should be submitted through the Washoe County Budget System “Position Justification Report” beginning mid-December and open through early February. Through mid-February to late March, Budget Analysts, working with departments, will develop initial budget recommendations.

In late March, Budget will notify departments and Human Resources as to their base budget recommendations as they apply to new positions, department reorganizations, and potentially significant reassignment of position responsibilities. In early April, Human Resources Analysts will approach department heads (or their designees) to complete job descriptions/essential functions (see below) for positions targeted in the annual budget process.

In April (at the latest, early May), the JEC will evaluate the “annual Base Budget Recommendations” for new positions and positions with potentially significant responsibility reassignments for placement or realignment in the County Classification and Compensation Plan. Job evaluation results will be forwarded to Budget for budget authorization and the results presented to the BCC for final authorization in May.

#### Requests Outside the Annual Budget Process

The guiding principles adopted by the BCC provide for changes in job responsibilities to be submitted outside of the annual budget process only if there is a “demonstrated” immediate need;

however, the change(s) must be submitted to the Board prior to assigning new duties and responsibilities to the position.

Three documents are required to submit changes in position responsibilities to include:

- *Justification for Reclassification* (appendix “A”): Information documented on this form includes where the duties came from (i.e., new duties/program responsibilities, reassigned responsibilities, etc.); program efficiencies to be gained by the reclassification (i.e., 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 (requires a detailed organizational chart for the department/division which shows the current organization and proposed organizational changes);
- *Position Description Questionnaire (PDQ)*(appendix “B”): This is a 8 page questionnaire that documents the purpose of the position; position responsibilities; contacts; decision making responsibility; environmental factors (if applicable); and knowledge, skills, and abilities associated with the position;
- *Essential Functions and Physical Characteristics* (appendix “D”): Information documented on this form uses the duties and associated percentages of time from the *PDQ* 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.

Forms and documents listed above are attached in appendixes A through D and are available on the Human Resources intranet website under the “Forms” menu. Department heads (or their designees as approved and on file with Human Resources) are required to sign off on both the *Justification for Reclassification* and the *PDQ*.

#### Requests Initiated by Human Resources

Position responsibilities documented for new positions, organizational restructures, or requests for reclassification often involve the reassignment of duties and/or responsibilities from one position to another. By code, an appointing authority proposing the establishment of a new position or making significant changes in the duties and responsibilities of an existing position must report the facts to Human Resources. Human Resources is charged with bringing affected classes to the JEC for re-evaluation.

In the course of compiling or providing documentation for the JEC, Human Resources or the JEC may determine that additional positions may be affected by the reassignment of duties and/or responsibilities to a position under review. Under these circumstances, Human Resources will request a PDQ for the potentially affected position(s) from the appropriate



department head. All positions affected by the reassignment of duties will be presented to the JEC for evaluation.

## **Job Evaluation Process**

### Overview

In May 2001, Ordinance 1117 was enacted to change the Washoe County Code classification system provisions contained in Chapter 5 of the Code. Changes to the Code established the JEC and set forth duties and responsibilities of the committee to assist in administration of the classification system. With the assistance of the Human Resources Department, the Committee is authorized to make rules and procedures for transacting its business and carrying out the provisions of sections 5.096 to 5.101 of the Code.<sup>4</sup>

The goal of the Washoe County position classification process is to make objective classification decisions within a classification plan that promotes fair and equitable classification of positions based on core functions. There are a number of different reasons for which a position could be reclassified or a new class created. Significant changes to a job assignment(s), creation of new programs or services, changes to organizational structure, or changes in the level of service are just a few of the reasons that could give rise to a class change. A change in one area could also affect class(s)/structure(s) in other areas.

A positions' job class is assigned based on an evaluation of its core duties, responsibilities, and associated knowledge, skills, abilities, and qualifications. Human Resources gathers, reviews, and confirms information from the department head, division head, supervisor, and if applicable, the position incumbent. In turn, Human Resources presents all the information collected to the JEC.

The JEC has responsibility for applying the point factor scoring comparison methodology developed by the HayGroup. This methodology takes the core characteristics for the position (see above) and categorizes them into four scoring factors:

1. Know How – the sum total of every kind of skill, however acquired, required for fully competent job performance;
2. Problem Solving – the original, self-starting thinking required by the job to identify, define, and resolve problems;
3. Accountability – the measured effect of the job on end results;
4. Working Conditions – physical effort, environmental (dirt, dust, fumes/gases, etc.), hazards (mechanical, electrical, chemical, biological, etc.), sensory attention (requirements for concentrated levels of sensory attention including seeing, hearing, etc.).

The Committee evaluates a position in each factor and assigns total points. The total points are then compared to other classes in the same point range. If the position is like another class in the same point range, the Committee recommends that class, if appropriate. If the position is unlike

---

<sup>4</sup> Extensive information on the revised Classification and Compensation Plan implementation can be referenced in the Human Resources Intranet Web Site under the WERCCS menu.

any other class in the point range, the Committee recommends a new class. The Committee also recommends the abolishment of existing classes where appropriate.

Each point range has a corresponding pay grade developed by the HayGroup. Accordingly, the Department of Human Resources assigns the salary range for the class recommended by the Committee and/or HayGroup based on the pay grade.

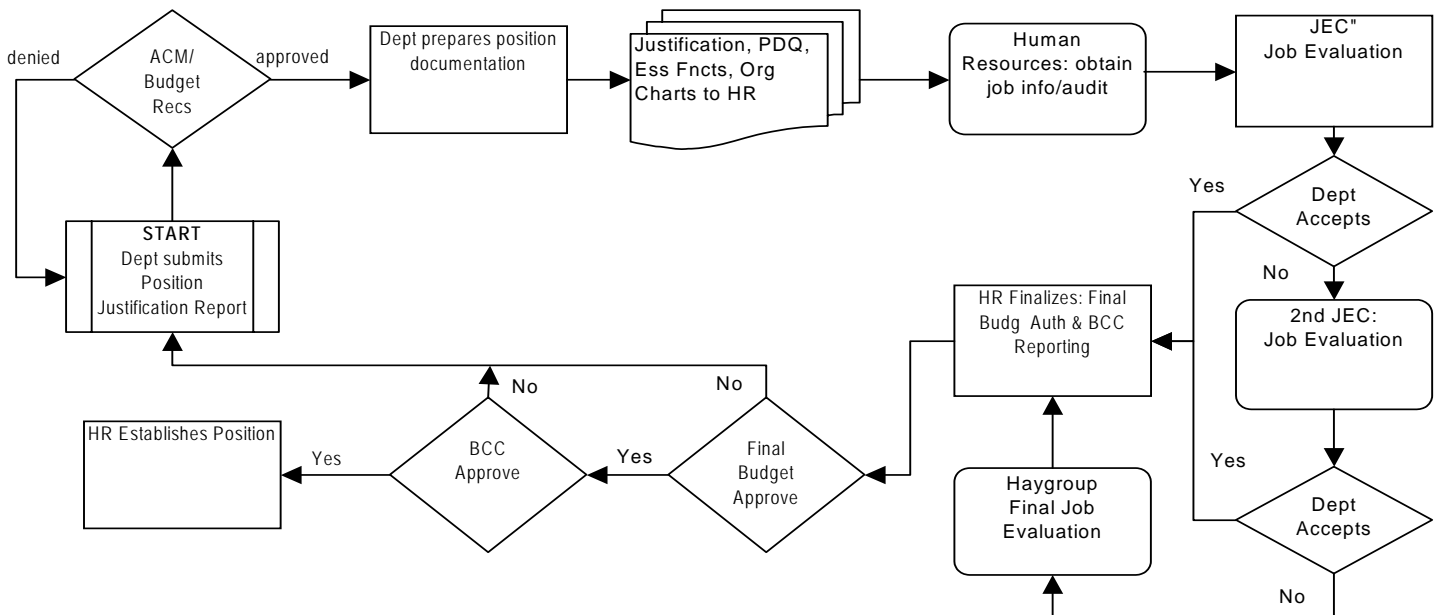
As allowed for by the JEC, Human Resources may allocate routine position classes (i.e., Office Assistant II, District Attorney III, etc.) and report them to the JEC where there is a clear and favorable comparison between the department request, core job responsibilities/position characteristics, and an existing class.

The Committee’s recommendations are returned to the Department of Human Resources and sent to the department head and, if applicable, to the position incumbent. If either party does not agree with the recommendation, upon submission of a request for review, the Committee will review its recommendation.<sup>5</sup> If the results are still not agreeable, the HayGroup becomes the final arbiter of the classification. Authority for final approval of the position classification rests with the BCC.

Process Flow

Requests processed through the annual budget process are incorporated into budget recommendations as follows:

**Annual Budget Process**



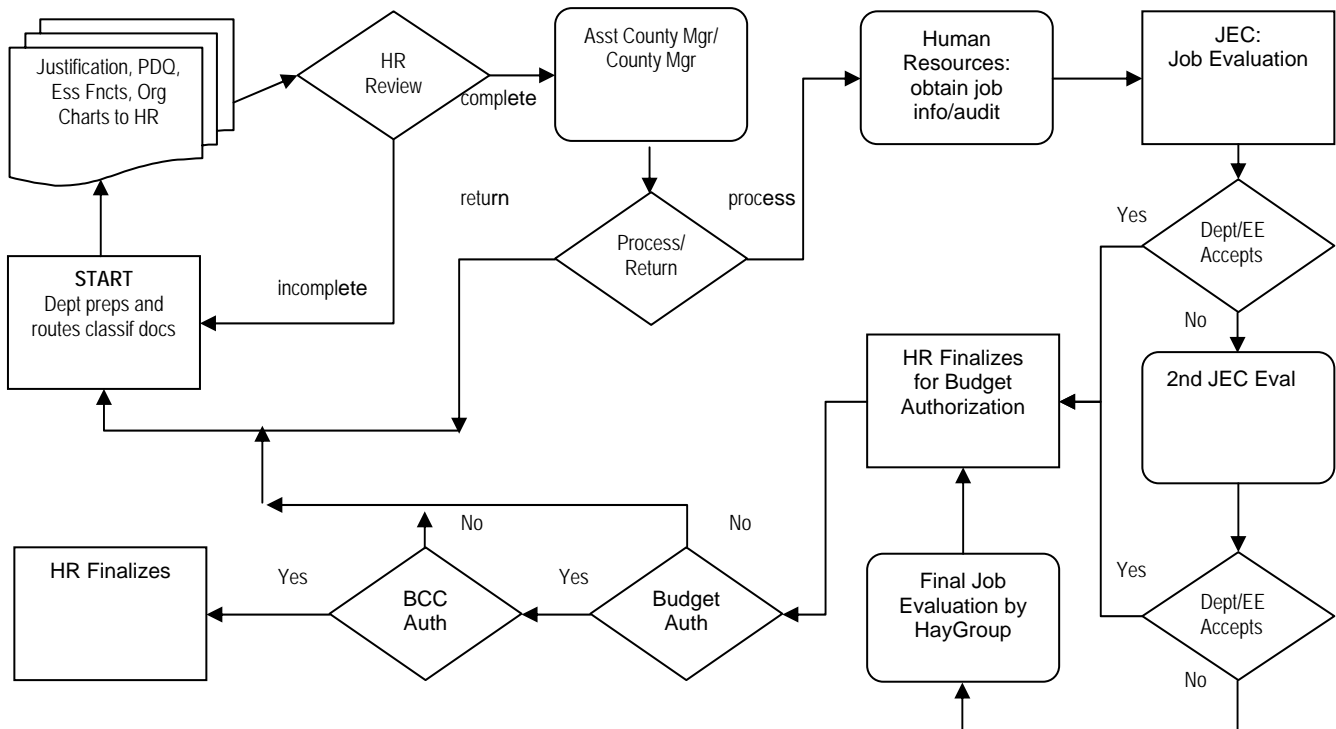
Challenges to the initial JEC evaluation may delay budget recommendations from going forward as a part of the budget process. If this occurs, the appointing authority can submit request(s) on

<sup>5</sup> Request for Review Form can be downloaded from the Human Resources Website under the Forms menu.

the appropriate forms to Human Resources and Human Resources will present JEC job class recommendations directly to the BCC in the same manner as requests submitted outside the annual budget process.

The process flow for requests submitted outside the annual budget process is as follows:

### Requests Outside the Annual Budget Process



As an alternative to the process flow above, departments may submit classification material to the Human Resources Department where documents will be reviewed for completeness and forwarded to the appropriate Assistant County Manager.

Elected department heads may submit materials directly to the BCC for authorization to forward materials to the Human Resources for processing and the JEC for job evaluations.

## Compensation

### Factors Established by the BCC

The Washoe County Compensation Plan is developed to support Washoe County in its mission and reinforces that one of the means to achieve its mission is through an employee workforce that is valued, accessible, and accountable. Fiscal responsibility requires that the plan be consistently administered throughout the County, based on commonly shared and understood principles of fairness and equity.

The basis of the compensation plan is properly classified employees who are paid within salary structures that are internally equitable and externally competitive. The County is responsible to ensure that salary structures are up to date through the conduct of market surveys.

The following factors were adopted to guide the development and ongoing maintenance of the compensation plan according to the compensation philosophy adopted by the Board.

#### External Equity:

- Determination of compensation includes the total reward to take into consideration both fixed (base salary and benefits) and variable (bonus, incentive, lump sum payments), as well as non-cash compensation, such as employee recognition programs;
- The aggregate components of the benefits program will be competitive with the appropriate labor market;
- The parameters of the labor market include comparable organizations in both the public and private sectors spanning local, statewide, and regional markets;
  - Note: the market is not based on a single employer;
- The compensation plans will reinforce a climate where employees are recognized and rewarded, while providing the County with the opportunity to meet its “return on human resources investment” objectives;
- Compensation increases must be affordable and in the best interests of the County as an employer and a provider of services to its public;
  - Note: based on the County Compensation Philosophy, there will be higher and lower market payers;
  - The relative market position is defined as the “mean.”

#### Internal Equity:

- Employee compensation will reflect both the internal value of the role and the value placed on the role in the defined labor market. The internal value will be measured through the sound and consistent application of the Hay method of job evaluation;
- The primary pay delivery mechanisms will be based on pay for differences in job content, pay for the achievement of pre-determined and mutually agreed performance standards and the demonstration of pre-determined and mutually agreed competencies;

#### Methodology

HayGroup conducted the market survey and application of that survey to the Washoe County workforce for the 2001 implementation of the Washoe County Compensation Plan. Survey methodology included the following steps:<sup>6</sup>

---

<sup>6</sup> Detailed information on the labor market survey, steps in the process, and results are available in the Human Resources Web Site to include “benchmark” positions, survey results, point/grade tables, and before and after grade/salary charts.

1. Workshops were conducted with HayGroup Consultants and the Washoe County Project Steering Committee to identify positions to be used as benchmarks for the labor market survey;
2. Benchmark positions were evaluated using the point factor job evaluation process;
3. Public and private sector employers were selected on a local, statewide, and regional basis and approved by the BCC for compensation comparison purposes in accordance with the compensation philosophy adopted by the County;
4. Targeted employers were surveyed regarding compensation practices for base salary, salary/grade, and benefits data;
5. Benchmarked positions were grouped together into salary grades according to job evaluation point spreads;
6. According to the compensation philosophy, compensation levels were developed at the average of the comparative market: The average pay for benchmark jobs grouped by grade (using job evaluation points) was calculated and placed into salary ranges with an approximate 30% spread from the minimum of the grade to the maximum of the grade using the average pay as a salary range midpoint.<sup>7</sup>

Note: The list of targeted organizations and participants in the survey and Grade/Point Conversion Table are attached in appendixes “E” and “F” respectively.

As a result of the compensation study conducted by HayGroup, three salary schedules were developed. The “Managerial” schedule consisted of grades T through Z; a separate structure was established for Attorneys as each job in that job family was identified for a premium pay structure; all other jobs were placed in grades A through S.

---

<sup>7</sup> Jobs that statistically deviated from average pay were pulled from the salary grade calculation and flagged for premium pay within their evaluated grade.

## Definitions

5.025 Definitions: As used in the Merit Personnel Ordinance, the words and terms defined in sections 5.027 to 5.006, inclusive, have the meanings respectively ascribed to them in such sections.

5.033 “Class” defined: “Class” means a group of positions sufficiently similar with respect to their duties and responsibilities that the same title may reasonably and fairly be used to designate each position allocated to the class, that substantially the same criteria of fitness may be used, that substantially the same minimum qualifications may be required and that the same schedule of compensation may be made to apply with equity.

5.035 “Class Specification” defined: “Class specification” means a written description of a class, consisting of a title, a definition, examples of duties and minimum qualifications required.

5.307 “Classification” defined: “Classification” means the systematic process of analytically grouping and allocating positions to classes based on point factor comparison methodology unless a different method used to classify employees in a bargaining unity has been agreed to between the county and an employee organization.

5.039 “Classification Plan” defined: “Classification plan” means all the classes which have been established, along with the rules for maintaining the plan and the class specifications.

5.109 Compensation Plan: The compensation plan of Washoe County consists of the schedule of grades of pay as prepared by the Department of Human Resources after consultation with appointing authorities and approved by the Board of County Commissioners.

5.043 “Demotion” defined: “Demotion” means any movement of an employee to a position in a class having a lower maximum salary range than the position previously occupied, excluding general salary adjustments, or any downward movement, either in class grade, or within grade, on the Washoe County classification plan and salary schedule adopted by the Board of County Commissioners.

5.047 “Grade” defined: “Grade” is a term used to designate a salary level. All classes placed in the same salary grade have the same salary range or rate.

5.050 Merit Personnel Ordinance” defined: “Merit Personnel Ordinance” refers to sections 5.025 to 5.349, inclusive, of the Washoe County Code.

5.057 “Department of Human Resources” defined: “Department of Human Resources” means the department of Washoe County created by section 5.067 and its staff.

5.059 “Position” defined: “position” means a group of duties and responsibilities which have been assigned to a single employee on a full-time or part-time basis.

5.061 “Promotion” defined: “promotion” means any movement of an employee into a class having a higher maximum salary range than the class previously occupied.

5.063 “Reclassification” defined: “Reclassification” means a reassignment or change in allocation of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same level on the basis of significant changes in kind, difficulty or responsibility of the work performed.

5.065 “Transfer” defined: “Transfer means any movement of an employee from one position to another position in the same class or related class with the same salary grade; or the movement of the employee with his position to another location.



# JEC/Budget Request Packet

(Fillable form is located on the Washoe County Human Resources website)

**Do not use this document with your "show paragraph marks" on**

<b>Department / Division:</b>	
<b>Request Type:</b>	<input checked="" type="radio"/> New Position <input type="radio"/> Reclassification <input type="radio"/> Evaluation Only
<b>Requested Effective Date:</b>	
<b>Is this an Off-Cycle Request?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No

## NEW POSITION REQUESTS:

*Please complete only one form for multiple requests of identical positions.*

Please select **one** of the following. FTE% is required for any part-time, temporary or intermittent requests:

Full-Time Position (Number of new positions being requested: (      ) )

**Full Time Equivalent (FTE) %:**                      **(Required for all Part-Time, Temporary & Intermittent Requests)**

Part-Time Position (Hours per day/per week):

Temporary Position

Intermittent Hourly Position

*If the requested position is identical to another in your department, please indicate that position # here:*

Proposed Title for New Position Request:

Job Class #:

--	--

## COST STRUCTURE/COST DISTRIBUTION (MUST BE COMPLETED)

Check box if this is a reclassification and the cost distribution has not changed.

Check box if this is a reclassification and the cost distribution has changed. Indicate changes below.

Master Cost Center:

Personnel Area:

Personnel Subarea:

### Cost Distribution

Cost Center/IO/WBS:                      % allotted:                      Cost Center/IO/WBS:                      % allotted:

Cost Center/IO/WBS:                      % allotted:                      Cost Center/IO/WBS:                      % allotted:

Cost Center/IO/WBS:                      % allotted:                      Cost Center/IO/WBS:                      % allotted:

## JUSTIFICATION FOR REQUEST

1. Is this request the result of new duties being assigned? Yes:  No:





Where did the new duties come from (i.e. new mandates, services, programs, other position, etc.)?

Please briefly list the new duties:

What percentage of the job has changed (i.e. more than 40%)?

2. What are the program impacts to be gained by this position, i.e. cost savings, productivity, service levels, new revenue, improvements, etc.? **(This paragraph will be used in the BCC staff report so please be thorough and concise.):**

3. What revenues/offsets will be used to support this position?

4. Are there other positions in the department performing similar functions? Yes:  No:

If so, please list position numbers and assigned job classifications:

5. What alternatives to creating or reclassifying a position have you considered?

6. Does this position change the staffing configuration in this program/area? Yes:  No:

7. Do you already have a workstation for this position: Yes:  No:

If no, please identify the additional space needs:

8. What amount has been requested for this position in the proposed budget?

What amount, if any, will be needed for ancillary costs?

---

## POSITION INFORMATION

Is the position in question currently vacant? Yes No

Is the requested position identical to another in your department?  Yes  No

### PART A – RESPONSIBILITIES (DUTIES) FOR REQUESTED RECLASSIFICATION OR NEW POSITION

#### 1. Purpose

**Why does this job exist?** Write a *one or two* sentence statement describing the purpose of this job and how it achieves your department's objectives.



--

**2. Major Areas of Responsibility**

Please break the responsibilities into no more than *four or five* major areas. List the major job duties in descending order of importance. The total of percentage of time must equal 100%.

% of job (must total 100%)	Major responsibilities (What is done by this position?)	Purpose and impact (What are the results/outcomes of the work done?)

**PART B – GENERAL INFORMATION**

**1. Supervision Received**

Check ONE item below that best describes the kind of supervision this position receives:

- Frequent      Work is closely supervised
- Regular        Supervisor is normally available for help/advice.
- Occasional    Minimal guidance follows established work methods.
- Limited        Works within established policies and broad objectives, quite independent.
- Indirect        No direct supervision, exercises own judgement in work decisions.

**2. Supervisory Responsibilities**

List the position numbers and job class titles for all employees that work under the **direct supervision** of this position (the County strives for an ideal ratio of 1:7).

Position Control Number	Job Class Title



### 3. Magnitude of Impact

Please describe the level of accountability in financial activities ( <b>Fiscal Responsibility</b> ) within the purview of this position. <i>Please select only one level.</i>	
1. <input type="checkbox"/>	Position has <b>no fiscal responsibility</b> . May recommend budget allocations or expenditures; may make purchases and or/track authorized expenditures.
2. <input type="checkbox"/>	Does <b>research for budget and financial documents and compiles data. May have delegated managerial authority</b> to manage and/or monitor expenditures and provide oversight of allocated funds for a department/budgeting unit or subdivision of a department.
3. <input type="checkbox"/>	<b>Oversees budget preparation of a department/budgeting unit and has responsibility for managing expenditures or oversight of allocated funds.</b> Reviews and approves expenditures of significant budgeted funds for the department/budgeting unit. <b>Total dollar amount of assigned budget \$ _____</b>
4. <input type="checkbox"/>	<b>Oversees budget preparation for multiple budgetary units of a division and has responsibility for the final budgetary recommendations.</b> Assures that appropriate linkages exist between budget goals, funding limitation and services levels adopted to meet specific department and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. <b>Total dollar amount of assigned budget \$ _____</b>

### PART C – EDUCATION and TRAINING

**Knowledge and Skills:** List the experience, education, knowledge and skills required for effective functioning in this job. (Please indicate the minimum education, training and experience necessary to perform this job at the **entry level**.)

- List special technical and/or academic knowledge required as a minimum qualification needed to successfully perform this job. (E.g. *bachelor’s degree in computer science, college coursework in accounting*)
- Describe how much and what type of additional work experience is required as a minimum to do this job. (E.g. *Two years prior work in transit operations, experience managing engineering projects*)
- List any certifications, licenses, statutory requirements or registrations required for this position. This does **not necessarily mean the licenses possessed by current employee, but what is required to hire or promote someone into this position**. Use exact name of license, certification, etc.

CERTIFICATIONS AND OTHER REQUIREMENTS	
1.	
2.	
3.	
4.	



5.
6. Valid Driver's License Required? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what class?
7. What other certification and licenses are required? (include professional licenses)

### APPROVAL SIGNATURES

All signatures are required unless otherwise noted, and represent an acknowledgement that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the attached Job Specification. I further certify the information provided in this document is accurate and complete.

**\* Supervisor**

By adding my signature, I acknowledge that I reviewed this information with the employee, and to the best of my knowledge, assert it is a true, accurate and complete description of the employee's job.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**\* Department Head**

By adding my signature, I acknowledge that I support this request, I have reviewed this information with the employee, and to the best of my knowledge, assert it is a true, accurate and complete description of the employee's job.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**\* In order to be accepted, this packet must be accompanied by the following documents. Please check off that you acknowledge this requirement and have attached or included them in your submission:**

<b>In order to be accepted, this packet must be accompanied by the following documents. Please check off that you acknowledge this requirement and have attached or included them in your submission:</b>	
Current Organizational Chart <i>(please highlight positions that will be affected should this request be approved)</i>	<input type="checkbox"/>
Proposed Organizational Chart <i>(please highlight any changes from current org chart)</i>	<input type="checkbox"/>
Job Class Spec of the position being affected <i>(for reclass of evaluation only) Specs located <a href="#">HERE</a></i>	<input type="checkbox"/>
Job Class Spec of the proposed new or reclassified position Specs located <a href="#">HERE</a>	<input type="checkbox"/>