



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

Standards of Practice: Section 3.01	Issue Date: 2015 New _____ Revised _____ Supersedes Policy Dated:
Title: Position Classification Plan	Approved By Effingham County Board of Commissioners

3.01 - POSITION CLASSIFICATION PLAN

A. PURPOSE

Positions shall be grouped by job title and allocated to a pay grade and pay range based on job duties and functions which are approximately equal in complexity, difficulty, level of responsibility, and other job-related factors. The position classification plan provides a complete inventory of all regular positions in the service of the County.

B. STANDARD

1. **Job Descriptions:** A job description shall be created for each job class. The description forms the foundation for classification of positions, for recruiting efforts, expected job performance and training needs.

a. The Job Description shall document the general purpose of the job, essential functions / duties, tasks and responsibilities, and other related job duties, tasks, and responsibilities. The job description show characteristics necessary for satisfactory performance of the job. Finally, the job description shall contain documentation of the required training, education, and experience necessary for minimally qualified employees. Desired qualifications may also be stated. Job descriptions are to be interpreted in their entirety in relationship to others in the classification plan. Job descriptions are descriptive and explanatory of the kind of work performed and are not necessarily inclusive of all duties performed. They provide examples of work to be performed by employees in particular job classifications. The job description is subject to change at any time and employees in the job class will be advised should the job duties or requirements substantially change.

b. The Human Resources Department shall be responsible for maintaining an official copy of each Job Description. Each employee shall be provided a copy



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of his/her job description at the time of hire, transfer to a new position, or when the description substantially changes.

2. **Classification:** Positions shall be grouped into classifications, with job titles reflecting the primary function of the position. Classifications shall be assigned or allocated to appropriate levels of pay based on the results of a job analysis. The job analysis will identify such factors as the complexity, difficulty, level and scope of responsibility, consequence of error, working conditions, and required training, education and experience for the job. *Note:* a “position” is defined as a single budgeted “slot” that is filled by one person. A “job” is defined as a group of duties, tasks, and responsibilities identified by a job title, such as “Administrative Secretary”, or “Deputy Clerk”. The organization may have budgeted for more than one Administrative Secretary or Deputy Clerk position.

3. **Use of Classification Titles:** Standard Classification Titles (often called class titles or job titles) are to be used in all personnel, accounting, budget appropriation, and financial records. No person will be appointed to, or employed in, a position covered by the Position Classification Plan under a title not included in the Position Classification Plan. Working titles, different from official Classification Titles, may be used in the course of departmental routine to indicate authority, status in organization, administrative rank, or to clarify operations.

4. **Use of Position Classification Plan:** The Classification Plan is an integral part of the organization’s Human Resources Management Program. It is used in determining lines of promotion, developing employee training programs, determining salary to be paid for various types of work, determining personnel service items in departmental budgets, and providing uniform job terminology understandable by all County officials and employees, and by the general public.

5. **Administration and Maintenance of the Position Classification Plan:**

a. The Human Resources Department shall be responsible for the general administration and maintenance of the Position Classification Plan. The County Manager shall approve changes and notify the Board of Commissioners.



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b. Department Heads shall be responsible for bringing to the attention of the Human Resources Department any material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classification of any existing position.

c. **Request for Reclassification**

(1) Department Heads may request that the Human Resources Department review the classification of any position. This should occur when Department Heads believe the duties and responsibilities have changed substantially such that the position has become more / less complex or difficult, or carries a lesser / greater level of responsibility. Following the receipt of such information, the Human Resources Department shall conduct a job analysis and report findings to the Department Head.

(2) An employee who considers his/her position to be improperly classified will first submit a request for reclassification to the Department Head, who will review such a request. If it is found that there is merit in the request, the Department Head will immediately transmit the recommendation to the Human Resources Department. If it is found that the request is not justified, the Department Head will advise the employee of this decision.

(3) When a new position is established, or the duties of an existing position change, the Department Head will submit in writing a comprehensive job description outlining in detail the duties of the position. The Human Resources Department will conduct a job analysis and make the appropriate class allocation, or establish a new class.

(4) Every effort will be made to conduct job analyses only on positions that are filled. Should a vacancy be anticipated in conjunction with a request for reclassification, the Department Head must plan accordingly so that the job analysis may be conducted with the incumbent's participation.