
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC

COUNTY MANAGER: Don Hall

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SUBJECT: RECLASSIFICATION PROCEDURE

- I. POLICY:** To establish County policy and procedures for the request, consideration, and approval of position reclassification.
- II. POLICY:**
- A. Revision of job descriptions and re-allocations within the compensation and classification plan shall be made as often as is necessary to provide current information on positions.
 - B. It shall be the responsibility of the Human Resources Division to examine the nature of all positions and to allocate them to existing or newly created classes, to make changes in the compensation and classification plan as necessary due to changes in the duties and responsibilities of existing positions, and to periodically review the entire compensation and classification plan, and recommend appropriate changes.
 - C. When a new position is requested, or the duties of an old position are substantially changed, the department head or elected official shall submit a request for job analysis with a written recommendation to the Human Resources office, including the reason for the reclassification, emphasizing changes in position responsibilities or requirements for qualifications (i.e. experience, education, certifications, etc.)
 - D. If a job analysis is requested, the Human Resources Division will complete a study within a reasonable time frame. The budget impact will also be determined, and a report will be prepared for review by the County Manager or applicable Elected Official.
 - E. All reclassification requests must be approved by the County Manager and, for Town employees, the applicable Town Board.
 - F. If the requested action is to downgrade a position, and the County Manager or Elected Official concurs, the Human Resource Manager will coordinate the implementation process.

If the employee's pay rate is within the new, lower salary range, there will be no change in pay. If his/her pay rate is higher than the new salary range maximum, his/her salary will be reduced accordingly.

- G. If the reclassification results in movement of the position to a higher salary range, no pay increase will be granted as long as the his/her salary falls within the new range. If his/her salary is currently below the minimum of the new range, the employee's salary will be increased to meet the minimum.

III. PROCEDURE:

- A. Any employee who considers his/her position improperly classified shall submit a request in writing for reclassification consideration to the department head for review. The Department Head/Elected Official, if he/she concurs with the request, shall transmit it with written recommendation to the Human Resource division for analysis.
- B. Data necessary to analyze County positions and determine accurate placement of classifications within the classification and compensation structure will be gathered through an analysis of the critical elements of a position and/or 'desk audits', which will be administered through the Human Resources Division. In order to determine internal equity and the degree of complexity associated with each position, Human Resources will utilize the Archer Matrix-Point-Factor Job Evaluation System, which compares the relative worth of each job with other jobs in the County, and integrates this information with labor-market wage data.

- IV. **RESPONSIBILITY FOR REVIEW:** The Human Resources Manager shall review this policy as needed or at least once every 5 years.

6/11/03