



Weber County Human Resources Policy 2-200

Classifications

I. Purpose

This policy establishes the County's procedures to monitor and control the classification and allocation of merit positions.

II. Policy

All Weber County positions will be classified under a plan composed of a list of authorized classes of positions supported by written specifications setting forth the duties and responsibilities of each class and the minimum qualifications necessary for appointment to a position of each class. These specifications will be reviewed and updated as necessary.

III. Procedures

A. Classification of Positions

1. When a new position is created, the supervisor shall send to the Human Resources Department a request for classification of the position with a description of the applicable duties and responsibilities to be assigned to the position. The Director of Human Resources will classify the position through established methods that include reviewing market conditions, similar complexity of duties performed as well as knowledge, skills and abilities to determine the appropriate job title, pay grade, minimum qualifications, FLSA status and other requirements.
2. When the assignment of an employee has changed substantially, as to the kind and/or level of work, the supervisor or the employee may initiate a request for a change in classification. Such request should be submitted in writing to Human Resources, accompanied by a revised position description prepared by the supervisor, and will be subject to department budgetary limitations. If Human Resources determines that the position has changed significantly, the change will be approved.
 - a. Supervisors are responsible for reviewing the accuracy of their employees' job descriptions on an annual basis. Any changes in job descriptions should be submitted to the Human Resources Department as described in Section III, A, 2 above and significant changes in assigned duties may require a position classification review.
3. The Human Resources Department will notify Elected Officials or Department Directors and employees of any approved classification changes.
 - a. The effective date for changes will be the beginning of the first pay period following receipt of the department request and/or the new position description.
 - b. The Human Resources Department will maintain a file of approved classification decisions and position descriptions.
 - c. In such cases of reclassification, the Director of Human Resources must certify that the incumbent meets the minimum qualifications for the position.

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- i. If the employee meets the minimum qualifications for the position the employee's salary will be adjusted to a rate within the new pay range. All employees subject to a reclassification shall remain on the same step within the new grade. All salary adjustments to an employee's wage shall become effective on the first day of the pay period following designation by the supervisor.
- ii. When a position is reclassified to a lower pay grade, incumbents whose salaries are above the range maximum of the lower grade will be redlined and will not receive any increases in pay until the range maximum of the lower range exceeds their rate of pay.

B. Classes

1. A class shall be comprised of one or more positions that are similar in the basic character of their duties and responsibilities, so that the same pay range, title, and qualification requirements can be applied and the positions can fairly and equitably be treated under like conditions for all other personnel purposes. The same qualification requirements shall be applied to all positions in a class regardless of the department in which the position is located.
 - a. Each class specification shall state the characteristic duties, responsibilities, and qualification requirements which distinguish a given class from other classes. Each specification shall be descriptive but not restrictive; that is, the class specification shall describe the more typical responsibilities which may be allocated to a given class, but shall not be construed to restrict the assignment of other duties related to the class.

C. This policy shall not apply to positions that are exempt from merit system coverage.