

RESOLUTION NO. 077115

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Classifying Positions;

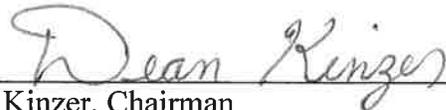
WHEREAS, this policy has been amended for clarification purposes and,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

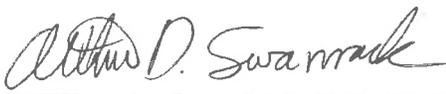
NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-0820-HR CLASSIFYING POSITIONS.

Dated this 16th day of November 2015 and effective as of January 1, 2016.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON



Dean Kinzer, Chairman



Arthur Swannack, Commissioner



Michael Largent, Commissioner

ATTEST:



Maribeth Becker, CMC
Clerk of the Board



CLASSIFYING POSITIONS

Policy: POL-820-HR • Effective Date: 1/1/2016 • Res. #:
Cancels: Res. 073992 • Reference: None

077115

Unless otherwise covered by a bargaining unit agreement or Civil Service Commission rules, this policy applies to all positions covered by the County's primary compensation system.

Definitions:

BOCC – Board of County Commissioners

Classification – a set of positions connected by similar purpose, function, responsibility, authority and qualifications

Re-classification – The change of a position from one classification to another

Position Description – The official description of essential job functions and related duties belonging to a position. Descriptions include things such as the title, purpose, nature of work, essential functions, supervisory requirements, knowledge, skills, abilities, working conditions and qualifications.

1. A Classification Plan Shall be Developed and Maintained by Human Resources

Human Resources shall develop and maintain a countywide classification plan for the purpose of:

- Maintaining an inventory of classifications
- Maintaining internal compensation alignment
- Surveying comparable entities

Classifications shall be determined by examination of each position's purpose and essential functions; responsibility set; level of authority; relationship to other classes; and required qualifications.

Classification descriptions are designed to be general descriptions of responsibility and are not designed to describe specific duties or requirements of any individual position.

2. Departments Submit New and Revised Position Descriptions to Human Resources for Placement

Departments are responsible for creating and updating position descriptions. Descriptions and an explanation of the request are submitted to Human Resources for classification.

Classification requests may be made for new positions or those believed to be improperly classified (re-classification). Positions re-classified may result in movement to a higher or lower classification. Re-classifications may be requested based on factors listed in provision one (1) that have substantially changed the position on a permanent basis to the extent the current classification no longer describes the work. Re-classifications are based on the position requirements and not an incumbent's qualifications.

Re-classifications may not be used as: merit raises, reward for longevity, duties not previously assigned but within the same classification, or increased volume of work at the current classification.

Human Resources shall assign classifications as necessary and make recommendations to the elected official/department head and the Board of County Commissioners for approval. Once a position has been classified it may be presented to the Board of County Commissioners (BOCC). Only after BOCC processing may a job file be opened for advertising and recruitment. Decisions of the BOCC on classification appeals are final.

All classification changes are subject to the availability of budgeted funds.

3. Departments may Contest Classification Placement

Supervisors and employees may contest Human Resource's recommendation for classification of a position to the Whitman County Classification Committee. The Classification Committee will examine the circumstances of the classification and make a recommendation for placement. Supervisors or employees unsatisfied with the Committee's recommendation may appeal the review directly to the BOCC. The BOCC's classification decision is final.

4. The Whitman County Classification Committee May Make Recommendations Concerning the Classification System

The Classification Committee serves as a source of representation, information and appeal for county employees.

The Committee is run by a quorum vote of 50% + 1 of the membership and is comprised of volunteer employees from all areas of Whitman County employment. Members are selected from the following categories and may be changed by a vote of the committee and BOCC approval:

Elected Official	1 member
Management/Non-Represented	4 members
Management/Professional/Non-Represented	1 member
Non-Management/Non-Represented	1 member

Non-Management/Professional/Non-Represented 1 member

Bargaining units who participate in the County's classification system may each have one member on the committee.

The Human Resources Director is responsible for the classification system and acts as a resource/advisor to the Committee. All other members are appointed by the BOCC to staggered 2-year terms. Members may volunteer to sit for an additional 2-year term before stepping down from membership for a minimum of one year.

During the "step down" time, past members may volunteer to serve as one of the two official advisors (non-voting) positions. In the case where more than two past members volunteer for advisor positions, the Committee members make the appointments with preference given to the past Committee office holders.



REVIEWING & PLACING JOB DESCRIPTIONS IN JOB FAMILIES

Procedure: PRO-820-1-HR • Effective Date: 1/1/2016 • Res. #:
Cancels: 073992 • Reference: None

077115

Definitions:

JD – Abbreviation for job description.

Action by:

Action:

Supervisor or Employee

1. Determines there is a need to revise/create a JD.
2. Instructs the employee to revise or writes the JD.

Employee

3. Submits the JD to Supervisor.

Supervisor or Employee

4. Evaluates the JD.
 - 4a. If a placement review is not required, submits

JD to HR for update only.

4b. If a placement review is needed, submits an explanation and the JD to HR.

HR

5. Reviews the JD.

5a. If current placement is appropriate, writes and sends an explanation of the placement decision and how to appeal to the supervisor and employee.

5b. If current placement isn't appropriate, determines the correct job family.

6. Recommends position job family placement to the supervisor and BOCC.

BOCC

7. Meets with the supervisor and decides whether or not to approve the recommended position placement; notifies HR of the decision.

HR

8a. If approved, works with the supervisor to update grade, step, and salary information and submits board order to BOCC.

8b. If not approved, notifies supervisor of the BOCC's decision.



APPEALING HR JOB DESCRIPTION JOB FAMILY PLACEMENT

Procedure: PRO-820-2-HR • Effective Date: 1/1/2016 • Res. #:
Cancels: 073992 • Reference: None

077115

Definitions:

CRC – Classification Review Committee

JD – Job Description

Action by:

Action:

- | | |
|--------------------------|--|
| Supervisor or Employee | <ol style="list-style-type: none"> 1. Receives the explanation of placement from HR. 2. Decides to appeal the HR decision to the CRC. 3. Writes and sends a memo to HR requesting the determination be appealed. |
| HR | <ol style="list-style-type: none"> 4. <i>Forwards a packet to the Chair of the Classification Committee containing:</i> <ul style="list-style-type: none"> • JD • Request for review • HR determination explanation • Appeal request |
| Classification Committee | <ol style="list-style-type: none"> 5. Selects 3 members for the CRC. |
| CRC | <ol style="list-style-type: none"> 6. Reviews appeal information. <ol style="list-style-type: none"> 6a. If current placement is appropriate, writes and sends an explanation of the placement decision and how to appeal to the supervisor, employee, and HR. 6b. If current placement isn't appropriate, determines the job family placement and sends a written recommendation to HR. |
| HR | <ol style="list-style-type: none"> 7. Presents the HR and CRC job family placement to the BOCC. |
| BOCC | <ol style="list-style-type: none"> 8. Decides which recommendation to approve; notifies HR and the supervisor of the decision. |
| HR | <ol style="list-style-type: none"> 9. If approved, works with the supervisor to update grade, step, and salary information and submits board order to BOCC <ol style="list-style-type: none"> 9a. If not approved, notifies supervisor of the BOCC's final decision. |



APPEALING CRC JOB FAMILY PLACEMENT

Procedure: PRO-820-3-HR • Effective Date: 1/1/2016 • Res. #:
Cancels: 073992 • Reference: None

077115

Definitions:

CRC – Classification Review Committee

Action by:

Action:

Supervisor or Employee

1. Receives the explanation of placement from CRC.
2. Decides to appeal the CRC decision to the BOCC.
3. Writes and sends a memo to HR requesting the determination be appealed.

HR

4. Schedules an appeal hearing with the BOCC and notifies CRC, employee, and supervisor of date and time.

BOCC

5. Conducts the appeal hearing and listens to evidence from HR, the CRC, and supervisor.
6. Decides position job family placement and notifies HR and the supervisor of the decision.

HR

7. If placement is changed, works with supervisor to update grade, step, and salary information and submits board order to BOCC.



TASK: PLACING JOB DESCRIPTIONS IN JOB FAMILIES

Task: TSK-820-1-HR • Effective Date: 1/1/2016 • Res. #:
Cancels: 073992 • Reference: None

077115

Once a job description is submitted for review or placement, HR:

1. Reviews the job description for key position responsibilities and duties.
2. Reviews job family summary listing for an appropriate match.
 - 2a. If there is no appropriate match, creates new job family.
3. Assigns the job description to the best matching job family.
4. Forwards a letter of determination to the department head or elected official indicating the BOCC approval process steps depending on if the job description is for a current position or a proposed position.

077115