

II. POSITION CLASSIFICATION

- A. Classification Methods. The Office of Human Resource Management shall be responsible for the preparation, maintenance and revision of a position classification plan for all Career Service positions in Utah County Government. This plan shall be consistent with federal, state, and local laws including, but not limited to, the County Personnel Management Act.
1. Classification of positions shall be determined by considering the: essential job duties and responsibilities; minimum education, experience, and other requirements; and any relevant differentiating job elements. The Director shall allocate or reallocate the Career Service positions held by every County employee to a position classification in the plan.
 2. Allocation to the Pay Plan
 - a. Each position classification in the classification plan shall be assigned a salary step range in the pay plan giving due consideration to market comparability, internal equity, and recruitment indicators. Such market research and internal analysis will be carried out by the Office of Human Resource Management. As benefits are an integral part of total compensation, they will be given consideration in any market study. The Director may cooperate with other entities in conducting the position classification salary survey.
 - b. The Director shall determine the number of steps in a range to be used for each position classification. The number of steps used need not be uniform for all position classifications or for position status types in the plan.
- B. Job Descriptions. The Office of Human Resource Management shall develop and maintain job description specifications to cover every Career Service position in the classification plan.
1. Job Descriptions may be written to cover a number of related positions providing that the duties are similar and the same qualifications can generally be required for performance.
 2. Job descriptions will be used for: 1) recruitment announcements, although special requirements may be added to the announcement by the Human Resource Director where necessary; 2) comparison for purposes of salary market survey; 3) determination of allocation to the pay plan; and 4) preparation of specific job performance standards to be used in employee performance appraisals.

- C. Position Review. At least annually, each County department is responsible to review all job descriptions utilized within the department and report to the Office of Human Resource Management significant differences between the work actually assigned and the description specifications.
1. A department head should report changes in assigned position duties and responsibilities so that the position can be audited and the description adjusted and evaluated as necessary. Additionally, an employee who feels that his or her job description does not adequately reflect the major responsibilities and duties actually assigned should bring this to the attention of his/her supervisor. A position classification audit request is to be submitted to the Office of Human Resource Management for review of all significant position changes or upon a supervisor's receipt of an employee's official audit request.
 2. Position classification audit request forms for use in requesting position audits are available from the Human Resource Department. If any supervisor fails to submit or forward an employee's audit request, an employee may initiate the audit process by submitting the audit request form directly to the Office of Human Resource Management for consideration, notating the date the original request was made to his/her supervisor.
 3. On receipt of a position classification audit request form, the Office of Human Resource Management may conduct a position classification audit if necessary to determine if a salary step range adjustment and/or position reclassification is warranted.
 4. When a position is reclassified to a position classification assigned a higher salary step range, at the discretion of the Director, the incumbent may be assigned to the reclassified position if all minimum requirements are met, or promotional recruitment procedures may be followed to fill the reclassified position. When a position is reclassified to a position classification assigned a lower salary step range and the position's assigned duties have not changed, the employee's position classification will reflect the lower classification and the employee will retain his/her current salary step as follows. If the employee's current salary step is within the range of the assigned lower salary step range, the employee may be incrementally awarded annual merit salary step increases to the top step of the lower salary step range. However, if the employee's current salary step is above the assigned lower salary step range, the employee's salary will be frozen at that rate until the lower salary step range reaches the employee's current salary rate. When a position is

reclassified to a position classification assigned a lower salary step range and the position's assigned duties have changed, the demotion compensation procedure defined in the County Pay Plan for actions other than position reclassification apply.

5. If a Career Service tenure employee disagrees with the result of a position classification audit, the employee shall within ten (10) working days appeal the results of the position classification audit to the Human Resource Director. The decision of the Human Resource Director on position classification audits including position classifications and/or salary step range assignments are final. The result of a position classification audit is not reviewable by the Career Service Council.

D. Staffing Plan

1. An annual staffing plan will be developed as a result of the County budget process.
2. No person shall be placed or retained on a department payroll unless the person occupies a position listed in an approved staffing plan, except time-limited positions (seasonal/part-time, etc.) which shall be included in the budget but are not tracked in the staffing plan.
3. Departments may request changes to the staffing plan at any time when justified by opportunities for cost reduction or improved services.
4. Increases in the total projected cost resulting from modifications in the staffing plan must be reviewed by the office responsible for County finances and approved by the County Commission.