

CHAPTER 20 CLASSIFICATION

1.0 CLASSIFICATION PLAN. All Davis 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.

1.1 PURPOSE. The purpose of Davis County's Classification Plan shall be to:

- A. Provide equal pay for equal work.
- B. Establish minimum qualification standards for recruiting and testing purposes. This includes minimum requirements of training and experience as well as minimum requirements of skills, knowledge, abilities, and other qualifications necessary for entry into the class.
- C. Provide uniform titles for positions.
- D. Provide a basis for establishing standards of work performance.
- E. Provide appointing authorities with a means of analyzing work distribution, areas of responsibility, lines of authority, and other important relationships between positions.
- F. Establish lines of promotion.
- G. Assists Administrative Officers in determining budget requirements.
- H. Indicate training needs.

1.2 ADMINISTRATION OF THE CLASSIFICATION PLAN. It shall be the responsibility of the Personnel Director to establish and maintain the classification plan.

1.3 When a new position is created, the Administrative Officer shall send to the Office of Personnel Management a request for classification of the position with a description of the applicable duties and responsibilities to be assigned to the position. The Personnel Director shall then allocate the position to the proper class after analysis and evaluation of the duties and responsibilities involved without regard to the personal characteristics, abilities, or qualifications of any prospective incumbent.

1.4 When the assignment of an employee has changed substantially as to kind and/or level of work, the Administrative Officer or the employee may initiate a request for a change in classification. Such request should be submitted in writing to the Personnel Director, accompanied by a class specification or position description prepared by the appointing authority, and will be subject to budgetary limitations. If the Personnel Director determines that the position has changed sufficiently, a recommendation to reclassify will be made to the County Commission.

1.5 APPROVED CLASSIFICATIONS. Approved classifications shall constitute official titles and grades for all classes of positions in the respective departments and thereafter shall be used in all relevant personnel and financial records and forms as well as in all examination procedures.

1.6 No salaries shall be approved unless they conform to the approved Classification and Compensation Plans and/or at one of the salary levels for the class.

2.0 CLASSES. A class shall comprise one or more positions that are similar in the basic character of their duties and responsibilities 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.

2.1 CLASS SPECIFICATIONS. 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.