

POSITIONS RECLASSIFICATION PROCESS POLICY

<i>POLICY NUMBER:</i> <u>312</u>
<i>DATE ADOPTED:</i> <u>January 5, 1999</u>
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I. GENERAL

The Personnel Department is responsible for administration of the position reclassification process in Colusa County. The major policy objectives and procedural guidelines to be observed by departments requesting position reclassifications are summarized below.

II. POLICY OVERVIEW

The Board of Supervisors has the authority to create new classes, divide, combine, alter, or abolish existing classes, allocate new positions to appropriate classes, or reallocate existing positions to other classes.

Applicable provisions of the County Code and Memorandums of Understanding will be observed in the reclassification process.

III. PROCEDURES

- A. Employees who suspect they are working out of classification shall inform their Department Head in writing of that fact. Within 30 days of receipt of that information, the Department Head shall complete a position reclassification review of the position and notify the employee in writing of what action will be taken as a result of the review.
- B. Department Heads may petition to request a reclassification study of a position(s) in their department. All such petitions must be submitted to the Personnel Department during the month of March. Petitions shall consist of a fully completed Reclassification Request Form and a fully completed Job Analysis Questionnaire.
- C. The Personnel Department will review the position reclassification request and submit their written recommendations to the Board of Supervisors by July 31.
- D. Affected employees and Associations will receive a copy of the recommendation of the Personnel Department.
- E. Applications for reclassification caused by extraordinary and extrinsic factors, both of which are beyond the control of the department, may be processed on an as needed basis at the discretion of the Personnel Director.

POLICY OF THE COLUSA COUNTY BOARD OF SUPERVISORS

HISTORY

First Adopted: 1/5/99

Amended: