

**BREVARD COUNTY
MERIT SYSTEM PROCEDURES
PROCEDURE I**

Title: **CLASSIFICATION PLAN**

I. PURPOSE AND SCOPE

To implement the Classification Plan Policy.

II. DEFINITIONS AND REFERENCES

Merit System Policy I, Classification Plan

III. MAINTENANCE OF THE CLASSIFICATION PLAN

In order to maintain the County's Classification Plan, the Office of Human Resources Director is authorized to:

- A.** Complete studies of proposed new positions and make allocations to existing classes.
- B.** Provide for studies of existing positions when there has been a substantial change in the duties and responsibilities, which justify consideration of possible reclassification.
- C.** Conduct periodic studies and request such assistance as may be needed to assure the classification plan remains uniform and current.
- D.** Require submission of position questionnaires or other related information when considered necessary for the proper maintenance of the plan.
- E.** Develop forms and procedures deemed necessary to determine the proper classification of each position to be used by appointing authorities.
- F.** Make routine revisions to job description contents, such as additions and deletions of illustrative tasks, qualification requirements, title and other such changes, however, changes in salary ranges shall not be accomplished under this procedure.

IV. CLASSIFICATION OF NEW POSITIONS

- A.** Appointing authorities shall promptly notify the Office of Human Resources Director of the need for new classifications and allow sufficient time for the classification study.
- B.** Appointing authorities proposing to establish new positions shall first provide the Office of Human Resources Director a description of the duties, skills, knowledge, abilities and other work performance requirements in sufficient detail, and in such form and manner as may be prescribed, as may be necessary to properly classify the position.

CLASSIFICATION PLAN PROCEDURE (continued)

- C. Upon completion of the classification study, the Office of Human Resources Director shall allocate the position(s) to an existing class, or if a suitable class does not exist, he/she shall recommend the establishment of a new class in the classification plan, to be approved by the County Manager and then allocate the position to the new class.
- D. There shall be no action taken to fill any new position in the Career Service until it has been approved by the Board of County Commissioners or their designee.

V. ALLOCATION REVIEWS

Any employee having facts which would indicate his position has been allocated to an improper class may request a review of the allocation by the Office of Human Resources Director. Such requests for review shall first be submitted to the appointing authority. If the appointing authority finds there is justification he/she shall transmit his/her recommendations in writing to the Office of Human Resources Director. If the appointing authority finds the request is not justified he/she shall so advise the employee. The decision of the Office of Human Resources Director in the allocation of positions to the various classes shall be final unless arbitrated by the County Manager.

VI. RECLASSIFICATION OF POSITIONS

- A. Established positions may be reclassified from one class to a different class under the following conditions:
 - 1. There have been significant changes in the actual duties and responsibilities through a natural redistribution of workload.
 - 2. The changes in duties and responsibilities are of a permanent nature.
 - 3. The reclassification is based upon new or added elements in the job and not on the performance of the individual.
 - 4. Reorganizations approved by the County Manager.
- B. Reclassifications shall not be effected when:
 - 1. The assignment of new duties and responsibilities has the effect of creating a new position.
 - 2. The added duties and responsibilities are minor in nature and would be a logical function of the class.
 - 3. The added duties and responsibilities are to be performed for a period of six (6) months or less.
 - 4. The only change involved is an increase in the employee's workload.

CLASSIFICATION PLAN PROCEDURE (continued)

5. The primary purpose is to raise the employee's salary.
- C.** No position shall be reclassified within six (6) months from the date it was originally classified or no more than once in a twelve (12) month period, unless the reclassification is to a lesser class, the original class, or during a general classification study.
- D.** Reclassifications shall only be accomplished after a review by the Office of Human Resources, or the reclassification has been approved by the County Manager.
- E.** An employee whose position is reclassified to a higher level position may continue in the reclassified position without competition.
- F.** Changes in classification which do not result in additional personnel, new classifications or an increase in the current approved budget of a department may be authorized by the County Manager or his/her designee.

VII. AMENDMENTS TO THE CLASSIFICATION PLAN

- A.** Additions of position classes in the Plan within existing pay grades may be approved by the County Manager when deemed necessary and recommended by the Office of Human Resources Director.
- B.** The County Manager may delete position classes from the Plan when the classification title has not been utilized for a period of more than one (1) year or when it becomes known the function to which the class relates will no longer be performed.

VIII. OFFICIAL COPY OF CLASSIFICATION PLAN

The Office of Human Resources Director shall have custody and maintain the master plan of all approved job classifications, which shall contain the date adopted, revised or amended.

IX. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 09/20/00