

CHAPTER 6 – CLASSIFICATION

SECTION A - APPLICABILITY

The Board of County Commissioners has the sole authority to approve the classifications for all positions within elected and appointed departments. This section applies to positions established within the budgets of elected offices and appointed departments.

SECTION B - CLASSIFICATION PLAN

1. Development and Maintenance: The Department of Personnel and Human Services shall develop and maintain a classification plan for all positions of employment within the County subject to preliminary approval by the County Administrator, and final approval by the Board of County Commissioners. The placement of each position in the classification plan is determined in accordance with the qualifications required, difficulty and responsibility of its designated duties.
2. Allocation: The plan groups positions together in classifications according to the following considerations:
 - a. Difficulty/Responsibility of Work: The type of work, its difficulty and the responsibility of the positions are substantially similar.
 - b. Similar Qualifications: Applicants for the positions are required to have substantially similar levels of education, experience, skill, knowledge and ability.
3. Similar Pay: The same pay schedules for the positions can be fairly applied.

SECTION C - CLASS SPECIFICATIONS

1. The Department of Personnel and Human Services shall maintain a class specification for each class of positions and may add, combine, abolish or revise the class specifications. Each class specification includes the class title, a description of representative duties and responsibilities of positions included in the class, and a statement of the required, desirable and/or preferred qualifications for positions in the class.
 - a. Interpretation of Class Specifications: Class specifications are intended to be a general description of the kinds of positions contained within the class as determined by their duties and responsibilities, and are not to be construed as prescribing specific duties of any individual position. The class specifications are to be used as a guide by the Employing Official in assigning, directing and controlling the work of the employees under his/her supervision. The use of specific expressions or illustrations pertaining to the duties, qualifications or other requirements of the position are descriptive only and shall not be construed to exclude others not specifically mentioned.
 - b. Use in Examination: Class specifications are used as the basis for determining the suitability of candidates for employment by supplying information basic to the preparation of qualifying tests and examinations. The specification for any class constitutes the basis and source of authority for the examination for the class and for the evaluation of the qualifications of applicants.
 - c. Vested Rights: Kitsap County may review and revise the classification of any position. While a classification may attach to a position, an employee filling the position has no vested right in any existing job classification. Modification or abolishment of a classification description is not a personnel action subject to the grievance procedure described in this Personnel Manual.

SECTION D - CLASSIFICATION STUDIES

1. In preparation for submitting their annual budget, the Elected Official or Department Director may request a classification study of individual position(s) or groups of positions. A classification study may also be initiated during the budget year in

response to unanticipated changes in

service demands, legal, technical, organizational, or programmatic requirements.

2. Whenever an Elected Official or Department Director desires to create a new position, a notice of such proposed action, together with the following information, shall be submitted to the County Administrator:

- a. A description of the duties and responsibilities of the proposed position.
- b. The justification for creating the new position.
- c. Summary of potential impact to the department's current budget and anticipated following year's budget, and the identification of funding source (e.g., grants or required general fund supplemental appropriation).

3. If the proposal submitted by the Elected Official or Department Director is approved by the County Administrator, the Department of Personnel and Human Services will complete a formal review and submit its recommendations regarding the classification request to the County Administrator, with a copy provided to the requesting Elected Official or Department Director. The County Administrator will submit his/her recommendations along with any comments from the requesting Elected Official or Department Director to the Board of County Commissioners for approval.

SECTION E - RECLASSIFICATION

1. The adoption of the County's Annual Budget establishes the programmatic, financial and staffing plans for all County departments, under the directions and management of Employing Officials. It is recognized, however, that changes in service demands, legal, technical, organizational, or programmatic requirements may necessitate changes in levels of a position.

2. **Reclassification Upgrade:** A reclassification upgrade is the result of an increase in the level of responsibilities, tasks, and duties of a position which changes areas of emphasis and the level of skill required in the current position.

- a. A reclassification upgrade may not be used as a merit raise, nor as a reward for employment longevity, nor may it be used solely to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing.
- b. As a result of reclassification, and due to an overall increase in the responsibilities of a position, the monetary compensation (pay range) established for the position may increase. The reclassification of a job involves an analysis of the critical elements of the position against pre-determined standards for measuring the relative worth of a position and placement in the County's classification/pay scale. A classification analysis focuses upon the qualifications, responsibilities, tasks, and duties of the position and not the qualifications of the incumbent in the position.

3. **Approval to Review Reclassifications:** Prior to reassigning duties to positions within their department or reorganizing work flow and responsibilities that affect the classification of a position, the Elected Official or Department Director shall get approval of the Board of County Commissioners. Any change in classification or compensation shall become effective on the date referenced in the approval obtained from the Board of County Commissioners.

4. **Procedure:** The procedure for obtaining a reclassification upgrade review and decision is as follows:

- a. The Elected Official or Department Director submits to the County Administrator a request and provides the following information:
 - (1) A concise explanation of changes in service demands, legal, technical, organizational or programmatic requirements that necessitates change.
 - (2) A copy of existing and proposed organizational chart.

- (3) A summary of the financial impact on the department's current budget and anticipated following year's budget, and the identification of funding source (e.g., Grants or required general fund supplemental appropriations).
- b. The County Administrator shall submit reclassification requests to the Board of County Commissioners for preliminary approval. Any change in classification or compensation shall become effective on the date referenced in the Board of County Commissioners' preliminary or final approval.
- c. If the changes proposed by the Elected Official or Department Director are preliminarily approved by the Board of County Commissioners, the Department of Personnel and Human Services will complete a formal review and submit its recommendations regarding the reclassification upgrade request to the County Administrator, with a copy provided to the requesting Elected Official or Department Director. The County Administrator will submit the completed review, along with his/her recommendations and any comments from the requesting Elected Official or Department Director, to the Board of Commissioners for final considerations.
- d. Resolutions relative to creation and reclassification of positions shall be reviewed by the Director of the Department of Personnel and Human Services, the Director of Administrative Services, and the affected Employing Official, or their designee prior to submission to the Board of County Commissioners for final approval.

5. **Reclassification Downgrade:** A reclassification downgrade is the result of a decrease in the level of responsibilities, tasks, and duties of a position which changes areas of emphasis and the level of skill required in the current position.

- a. A position may be reclassified to a lower range if the responsibilities of the job are determined to be less than originally indicated, or if certain responsibilities are removed from the job. The Elected Official or Department Director may request a formal review and recommendation by the Department of Personnel and Human Services.
- b. All reclassification downgrade reviews affecting an incumbent employee shall be shared with the employee and the employee is offered the opportunity to meet with the County Administrator or the affected Elected Official or Department Director to discuss the results of the review, prior to approval and adoption by the Board of County Commissioners.
- c. An incumbent employee affected by a reclassification downgrade shall not be paid less than his/her present salary, but any future salary increases are pursuant to County policies for employees whose wages are considered frozen. A reclassification downgrade is not considered a demotion.

SECTION F - WORKING OUT-OF-CLASS

Temporary Working Out-of-Class Upgrades may be granted when an employee is assigned significant additional responsibilities for an anticipated extended period of time. Temporary working out-of-class upgrades require the approval of the Elected Official or Department Director and the County Administrator. The County Administrator may require the Department of Personnel and Human Services to complete a formal review and submit its recommendation regarding the request by the Elected Official or Department Director.

Provided, such prior review and approval is not required when an Elected Official or Department Director temporarily assigns an employee to perform the scope of duties of a higher classified budgeted position that is currently vacant or the higher classification employee is on extended leave. The Personnel and Human Services Director shall review and approve such request pursuant to the Working Out-of-Class Compensation guidelines established in Chapter 7, Section C.14.