

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CLASSIFICATION STUDIES & REQUESTS FOR NEW POSITIONS AND EXCHANGES OF POSITIONS	C-19	1 of 2

Policy:

To establish a uniform procedure for securing approval of classification studies, approving new classifications, “exchanging” one existing classification for another, and conducting salary studies.

PRINCIPLES GOVERNING POSITION CLASSIFICATION:

In order to effectively administer the position classification plan of the county, the Human Resources Director uses the following guidelines:

1. Classification studies will be conducted by Human Resources staff in a timely manner based upon priorities established by the Board of Supervisors, the Executive Officer and the Human Resources Director. Outside consultants may be retained to perform classification studies, but only when contracted through the Human Resources Department.
2. Common job assignments will be grouped as often as possible in order to prevent the proliferation of job classifications.
3. Separate job classifications will not be established when there are insignificant differences in job duties and responsibilities. When differences are insignificant, the existing class specifications will be expanded to reflect any extra duties.
4. A request for classification study should be based upon changes in the nature and/or level of duties and responsibilities assigned to the subject position(s) and not upon the volume of work performed, the performance level of the incumbent, the length of service of the incumbent, etc.
5. Qualifications such as education, training and experience will be the minimum possible to realistically perform the assignment.
6. Classification/parity studies will be conducted by the Classification Unit of Human Resources. Salary increases resulting from these studies will be charged against salary parity pools as may be periodically established, pursuant to Board action.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
CLASSIFICATION STUDIES & REQUESTS FOR NEW POSITIONS AND EXCHANGES OF POSITIONS	C-19	2 of 2

CLASSIFICATION UNIT:

The Classification Unit is responsible for maintaining the county classification system and plan. To accomplish this:

1. The Classification Unit will review all county classifications on a planned, systematic basis.
2. The Classification Unit will review each newly classified position six months after its reclassification to ensure proper allocation.
3. In conjunction with the Human Resources Director, the Classification Unit will determine all classification and salary study priorities.
4. The Classification Unit will establish pay equity across classifications.
5. The Classification Unit will ensure classification balance with salaries going down as well as up.

PROCEDURE:

The Classification Unit and the Human Resources Director will determine which positions and classifications are to be studied. From time to time departments may submit exception studies for the Human Resources Director's and the Classification Units' consideration. Accepted exception studies are most likely to be those where there are significant recruitment and retention problems, or where new programs require knowledge, skills, and abilities not covered by an existing classification. Studies which require Board action will be submitted to the Board of Supervisors by the Human Resources Director as they are completed by the Classification Unit.

Reference:

- Minute Order 3.24 of 05/11/93
- Minute Order 3.14 of 08/22/95
- Minute Order 3.20 of 02/10/98
- Minute Order 3.3 of 04/10/07