



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 2/1/2022

\*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Proposed Changes to Personnel Policy 8-120

**\*Introduction/Background:**

Proposed revisions to Personnel Policy 8-120, Reallocation/Reclassification.

**\*Discussion:**

Human Resources and Finance/Budget Administration request modifications to Personnel Policy for the purpose of streamlining the administrative processes for Departments when requesting a position reallocation. This will benefit Departments by shortening the recruitment process where a reallocation of a position is requested.

**\*Conclusion:**

Modify language in Personnel Policy 8-120 as follows:

- A. Definitions (2) and (4) – Modify definitions for clarification purposes
- B. Reallocation Actions – Modify language to clarify reallocation actions and approval routing
- C. Reclassification Actions – Modify language to clarify desk audit actions
- D. General Provisions – Modify language to align with definitions

**\*Recommendation:**

The Board of Supervisors approve the modification to Personnel Policy 8-120 as outlined above to become effective upon adoption.

**\*Fiscal Impact:**

None

**\*Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

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Department Director Signature: Cathy Bohland Date: 01/20/2022

Deputy County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature: [Signature] Date: 1/21/2022

A. Definitions

1. "Allocation" means the assignment of a position to a classification.
2. "Reallocation" means a change in the assignment of a position to a **DIFFERENT** classification.
3. "Reclassification" means a change in the classification of an incumbent employee.
4. "~~DESK official position a~~Audit" means the examination of the required duties and responsibilities of a position to determine whether the position is assigned to the appropriate classification.

B. Reallocation Actions

- ~~1. An official position audit may result in reallocation of a position to a Classification at a higher or lower salary grade, or to the same salary grade in a new classification, or the audit may result in no reallocation.~~
1. ~~Human Resources shall determine whether to reallocate a position. Approval of the County Administrator~~ **HUMAN RESOURCES APPROVAL** is required if the reallocation **IS INTO OR OUT OF THE UNCLASSIFIED SERVICE, WHETHER FOR A TEMPORARY OR PERMANENT POSITION.** ~~of a higher salary grade or open salary range.~~
2. **FINANCE AND RISK MANAGEMENT SHALL ASSIST DEPARTMENTS IN DETERMINING FUNDING AVAILABILITY. WHEN INSUFFICIENT FUNDING IS AVAILABLE, COUNTY ADMINISTRATOR APPROVAL IS REQUIRED.** ~~If the reallocation requires appropriation of additional funds, approval by the Board of Supervisors is required.~~

C. Reclassification Actions

1. **FOR DESK AUDITS RESULTING IN HUMAN RESOURCES RECOMMENDATIONS FOR RECLASSIFICATION OF AN EMPLOYEE, COUNTY ADMINISTRATOR APPROVAL IS REQUIRED:**
  - A. If an audit results in a position being reallocated to a classification paid at a higher salary grade, and if the incumbent employee has been performing the duties of the higher classification as determined by the Appointing Authority, then the employee shall be reclassified.
  - B. If an audit results in a position being reallocated to a classification paid at a lower salary grade, and if the incumbent employee has

been performing the duties of the lower classification as determined by the Appointing Authority, then the employee shall be reclassified.

- C. If an audit results in a position being reallocated to a different classification paid at the same salary grade, and if the incumbent employee has been performing the duties of the different classification as determined by the Appointing Authority, then the employee shall be reclassified.

D. General Provisions

1. The Appointing Authority is responsible for notifying the employee of the final results of ~~an official position~~ a **DESK A** audit.
2. In all cases of reclassification involving non-tested classifications, the incumbent employee must meet the minimum qualifications of the new classification.
3. In cases of reclassification involving tested classifications, the following shall apply:
  - a. If the employee is reclassified from a non-tested classification to a tested classification, or is reclassified from a tested classification to a higher-tested classification, and the employee has served in the former classification for a minimum of six (6) months, the employee shall be treated as having received the minimum test scores necessary to meet the minimum qualifications of the new classification and be reclassified. In such cases, the employee must pass the appropriate test in order to compete for future openings within the same classification for which they received the minimum test scores.
  - b. If the employee has served less than six (6) months in the reallocated classification, he/she must pass the appropriate test in order to be reclassified to the new classification.
4. In cases where the employee does not meet the minimum qualifications of the new classification, does not pass the test required in 3.b above, or does not accept the reclassification, the employee may take a reassignment if available, a voluntary demotion if available, or be laid off. The position shall then be filled by a competitive process.

A. Definitions

1. "Allocation" means the assignment of a position to a classification.
2. "Reallocation" means a change in the assignment of a position to a different classification.
3. "Reclassification" means a change in the classification of an incumbent employee.
4. "Desk Audit" means the examination of the required duties and responsibilities of a position to determine whether the position is assigned to the appropriate classification.

B. Reallocation Actions

1. Human Resources approval is required if the reallocation is into or out of the unclassified service, whether for a temporary or permanent position.
2. Finance and Risk Management shall assist Departments in determining funding availability. When insufficient funding is available, County Administrator approval is required.

C. Reclassification Actions

1. For desk audits resulting in Human Resources recommendations for reclassification of an employee, County Administrator approval is required:
  - a. If an audit results in a position being reallocated to a classification paid at a higher salary grade, and if the incumbent employee has been performing the duties of the higher classification as determined by the Appointing Authority, then the employee shall be reclassified.
  - b. If an audit results in a position being reallocated to a classification paid at a lower salary grade, and if the incumbent employee has been performing the duties of the lower classification as determined by the Appointing Authority, then the employee shall be reclassified.
  - c. If an audit results in a position being reallocated to a different classification paid at the same salary grade, and if the incumbent employee has been performing the duties of the different classification as determined by the Appointing Authority, then the employee shall be reclassified.

**D. General Provisions**

1. The Appointing Authority is responsible for notifying the employee of the final results of a Desk Audit.
2. In all cases of reclassification involving non-tested classifications, the incumbent employee must meet the minimum qualifications of the new classification.
3. In cases of reclassification involving tested classifications, the following shall apply:
  - a. If the employee is reclassified from a non-tested classification to a tested classification, or is reclassified from a tested classification to a higher-tested classification, and the employee has served in the former classification for a minimum of six (6) months, the employee shall be treated as having received the minimum test scores necessary to meet the minimum qualifications of the new classification and be reclassified. In such cases, the employee must pass the appropriate test in order to compete for future openings within the same classification for which they received the minimum test scores.
  - b. If the employee has served less than six (6) months in the reallocated classification, he/she must pass the appropriate test in order to be reclassified to the new classification.
4. In cases where the employee does not meet the minimum qualifications of the new classification, does not pass the test required in 3.b above, or does not accept the reclassification, the employee may take a reassignment if available, a voluntary demotion if available, or be laid off. The position shall then be filled by a competitive process.