

Classification Discussion

**Discussing the basics of the
County's Classification Plan**

What is Classification?

Position classification is a system of identifying and describing the different types of work in an organization, assigning that work to positions, then grouping similar positions under common job titles.

Why is Classification Important?

- It is the cornerstone of the selection process
- It is the basis for compensation management
- It completes organizational planning
- It is an essential element of the Merit System
- It supports other HR processes such as performance management, medical evaluation and Accommodation Analysis

Rule 5 - Classification

- **5.01 - Mandates the creation and maintenance of Class Specifications**
- **5.02 – Describes the elements of Class Specifications and related duties**
- **5.03 - Describes the concept of Class Studies**
- **5.04 - Describes allocation of positions to classes**
- **5.05 - Describes the reallocation process**
- **5.06 – Right to appeal a classification decision**

Class Specifications

The foundation of our
Classification Plan

What are Classification Specifications

Classification specifications (Class specs) are the written documents that describe the basic elements of a job classification.

What are the elements of Class Specs

- **Title**
- **Definition**
- **Distinguishing Characteristics**
- **Representative Duties**
- **Employment Standards (Knowledge / Ability)**
- **Minimum Qualifications**
- **Career Series**

Creating and Maintaining Class Specs

- **HR's Role**
 - Ensuring consistency with the Classification Plan
 - Accurately describing key elements of a job
 - Analyzing internal /external impact on related classes
 - Ensuring consistency with merit system principles
- **Commission's Role**
 - Providing statutory approval
 - Ensuring independent review
 - Allowing for public comment

New Classifications / Specifications

- **Why we occasionally need new classifications**
 - **New programs - new technologies**
 - **Better practices – recruitment /retention**
- **Why we regularly update existing specifications**
 - **Changes in duties or technologies**
 - **Updated standard language**

Classification Development Process

- **Developing a new class or Updating a spec**
 - HR – Department – Administration collaboration
 - Information collection and desk audit
 - Writing the Spec / Updating the Spec
 - Commission review and approval process

Inactive Classifications

- **Why do we deactivate classifications?**
- **Deactivation process**

Position Studies

Ensuring that classifications are allocated consistent with our Classification Plan

Reasons for Position Studies

- **New Position Allocation**
- **Reorganization**
- **Department Head Class Study Request**
- **Employee Class Study Request (Open Window)**

New Position Allocation

- **The Board of Supervisors Allocation Process**
- **New Position Request Summary forms**
- **Analysis of duties and classification assignment**
 - **Description of duties**
 - **Staff report**
 - **Department discussions**

Reorganization

- **Organizational Development**
 - **HR – Department – Administration Collaboration**
 - **Assignment of duties / Org Chart Creation**
- **Classification assignment or creation**

Department Head Classification Study Request

- **Evolution / assignment of duties**
- **Study request**
- **Collection of information**
- **Desk Audit**
- **Analysis of information**
- **Study report**

Employee Class Study Request Open Window Period

- **What is the Open Window Period?**
- **Study Process**
 - Study request
 - Collection of information
 - Desk Audit
 - Analysis of information
 - Study report
- **Reclassification versus reassignment of duties**

Trends Driving Classification

- **Technology shifts**
- **Consolidation of Job Duties or Departments**
- **Statutory and Grant requirements**
- **Risk Issues Related to ADA and DFEH Compliance**