



**DOUGLAS COUNTY GOVERNMENT
POLICY FORM**

SUBJECT COMPENSATION	POLICY NO. HR.3.06
TITLE POSITION CLASSIFICATION	APPROVAL DATE October 20, 1992
	REVISION/REVIEW DATE August 15, 2018

PURPOSE: To ensure proper classification of County positions within the Pay Plan, as well as the exempt or non-exempt status of the position as provided for under the Fair Labor Standards Act.

DEPARTMENT RESPONSIBLE: Human Resources

DEPARTMENT(S) AFFECTED: All

POLICY:

Proper classification of all County positions is an integral part of maintaining a competitive Pay Plan. Classification requests must be initiated at the time a new position is approved or substantial changes have occurred to an existing position.

A classification must be requested by the Elected Official or Department Head. A completed Position Classification Form must be sent to the Human Resources Department to start the process. This form identifies the position to be reviewed, incumbent in the position (if applicable), reason for the request, and the estimated budget impact of the recommended classification. To expedite the process, requests must include a job description reflecting the new position or identifying changes that have occurred in a current position. A Position Information Questionnaire (PIQ) will be requested for classifications when an incumbent occupies the position.

Requests are generally processed in the order they are received. The Human Resources

Department reserves 90 days from the date of receipt of the request to complete the classification study. The County Manager or his/her delegate has final approval on classifications and any related budget impacts. Human Resources Department may have periods of time (blackout dates) where classifications may not be accepted due to the budget cycle or pay plan analysis cycle.

Approved classification will become effective at the beginning of the succeeding pay period. Once the classification is approved, a Personnel Action Form (PAF) must be submitted by the Department to implement approved changes to the position and affected incumbent (where applicable).

FORMS: Position Classification Request Form
 Position Information Questionnaire