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**RESOLUTION #20-2014**

Resolution offered by the Supervisors of the Labor Relations Employee Services Committee.

Resolved by the Board of Supervisors of Oneida County, Wisconsin:

**WHEREAS**, changes in Wisconsin’s labor relations law have made it prudent for the County to review its pay plans and develop a uniform method for compensating its employees; and

**WHEREAS**, the County acknowledges its obligation to collectively bargain with those general municipal employees represented by a collective bargaining unit over the increase in total base wages, as defined by statute and/or administrative code, but retains the right to establish other methods of compensation including, but not limited to: overtime, premium pay, merit pay, performance pay, supplemental compensation, pay schedules, and automatic pay progressions; and,

**WHEREAS**, the County has retained the services of Carlson Dettmann Consulting L.L.C., hereinafter “Consultant”, to study and analyze the current compensation plans, and to develop recommendations regarding future compensation plans for the County’s employees; and,

**WHEREAS**, the Labor Relations Employee Services Committee, hereinafter “Committee”, accepted the recommendations made by the Consultant to replace the existing County employee compensation structures, excepting the employee compensation structure for the Deputy Sheriff Association and compensation structure for the County’s Elected Officials, with a new employee compensation structure consisting of twelve pay grades, with six steps and a pay for performance range for the Exempt employees attached hereto as “Attachment A” and a new employee compensation plan with eight pay grades and eleven steps each for the Non-exempt employees attached hereto as “Attachment B”; and,

**WHEREAS**, the Committee recommends an implementation strategy of moving employees to the step that provides at least an increase in pay except for employees above the max for their recommended pay grade; and

**WHEREAS**, consistent with past action when implementing a compensation study, when moving employees to the step that provides an increase, if such increase is not a minimum of fifteen cents above the employee’s current wage, fifteen cents will be added to the wage step only for employees below the Control Point; and,

**WHEREAS**, there is no recommendation to cut the base pay of any existing employee as part of the implementation of the compensation study; and

**WHEREAS**, the Committee will conduct a formal Position Classification Review Process as set forth in “Attachment C”, which is attached hereto, for employees to request a review of their position grading; and,

**WHEREAS**, movement within the pay grade will consist of receiving a satisfactory performance evaluation with steps 1 through 6 every year, and every two years thereafter for the remaining steps, exceptions to this procedure must be approved by the Committee; and,

52  
53           **WHEREAS**, the Committee recommends that the Committee can hire up to step 6, and  
54 a higher starting wage requires County Board approval; and,  
55

56           **WHEREAS**, the Committee recommends that due to compression issues within the  
57 Sheriff's Department, all management positions within the Sheriff's Department be increased  
58 from 1950 to 2080 hours per year for salary purposes with benefits to remain based on a 1950  
59 hour per year schedule; and,  
60

61           **WHEREAS**, the Consultant has recommended that the Committee continue to make  
62 efforts in reducing the County's cost of the group health insurance plan, the Committee will  
63 continue to work with plan design changes and premiums to maintain or reduce the cost of the  
64 group health insurance plan; and,  
65

66           **WHEREAS**, the Committee recommends that these new employee compensation  
67 structures, as described above be implemented as of March 1, 2014; and  
68

69           **NOW, THEREFORE, BE IT RESOLVED**, the Oneida County Board of Supervisors  
70 hereby authorizes and directs the adoption and implementation of the recommendation made by  
71 the Consultant to replace the existing employee compensation structures, excepting the  
72 employee compensation structure for the Deputy Sheriff Association and the compensation  
73 structure for the County's Elected Officials, with new employee compensation structures  
74 (Attachment A & B) consisting of twelve pay grades, with six steps and a pay for performance  
75 range for the Exempt employees attached hereto as "Attachment A" and a new employee  
76 compensation plan with eight pay grades and eleven steps each for the Non-exempt employees  
77 effective March 1, 2014; and,  
78

79           **BE IT FURTHER RESOLVED**, that all prior pay plans for the affected employees are  
80 hereby rescinded and abolished effective 11:59 p.m. February 28, 2014; and  
81

82           **BE IT FURTHER RESOLVED**, the implementation of these compensation structures will  
83 be accomplished by moving employees to the step that provides at least an increase in pay  
84 except for employees above the max for their recommended pay grade; and,  
85

86           **BE IT FURTHER RESOLVED**, that when moving employees to the step that provides an  
87 increase, if such increase is not a minimum of fifteen cents above the employee's current wage,  
88 fifteen cents will be added to the wage step only for employees below the Control Point; and,  
89

90           **BE IT FURTHER RESOLVED**; movement within the pay grades will consist of receiving  
91 a satisfactory evaluation, with steps 1 through 6 being every year, and every two years  
92 thereafter for the remaining steps, exceptions to this procedure must be approved by the Labor  
93 Relations Employee Services Committee; and,  
94

95           **BE IT FURTHER RESOLVED**, that any employee whose rate of pay as of March 1,  
96 2014 exceeds the maximum adopted rate for their position's pay grade shall have their wages  
97 frozen ("red circled") until such time that the pay structure, through future amendments, meets  
98 or exceeds their rate of pay as of March 1, 2014; and,  
99

100           **BE IT FURTHER RESOLVED**, that the Committee recommends that the Committee can  
101 hire up to step 6, and a higher starting wage requires County Board approval; and  
102

103 **BE IT FURTHER RESOLVED**, that due to compression issues within the Sheriff's  
104 Department, all management positions within the Sheriff's Department be increased from 1950  
105 to 2080 hours per year for salary purposes with benefits to remain being calculated on a 1950  
106 hour per year schedule; and,  
107

108 **BE IT FURTHER RESOLVED**, that the Consultant has recommended that the  
109 Committee continue to make efforts in reducing the County's cost of the group health insurance  
110 plan, the Committee will continue to work with plan design changes and premiums to maintain  
111 or reduce the cost of the group health insurance plan; and,  
112

113 **BE IT FURTHER RESOLVED**, should any provision of this plan be found to be in  
114 violation of law, or order of a court of competent jurisdiction, all other provisions of this plan shall  
115 remain in full force and effect; and,  
116

117 **BE IT FURTHER RESOLVED**, that the Committee's determinations regarding position  
118 grading after the Position Classification Review Process are final, but position grading may be  
119 modified in the future for good and substantial reasons as determined by the County Board;  
120 and,  
121

122 **BE IT FINALLY RESOLVED**, by the Oneida County Board of Supervisors that by  
123 adoption of this resolution it shall be deemed that an amendment has been made to the  
124 County budget for fiscal year 2014 as set forth in the fiscal impact statement which is  
125 attached hereto and made a part hereof with money to come from the contingency fund.  
126

127  
128 Vote Required: Majority = \_\_\_\_\_ 2/3 Majority = \_\_\_\_\_ 3/4 Majority = \_\_\_\_\_  
129

130 The County Board has the legal authority to adopt: Yes \_\_\_\_\_ No \_\_\_\_\_ as reviewed  
131 by the Corporation Counsel, \_\_\_\_\_, Date:  
132 \_\_\_\_\_  
133

134 Approved by the Labor Relations Employee Services Committee this 12<sup>th</sup> day of February,  
135 2014.  
136

137 Consent Agenda Item: **YES** **NO**  
138

139 Offered and passage moved by: \_\_\_\_\_  
140 Supervisor  
141 \_\_\_\_\_  
142 Supervisor  
143 \_\_\_\_\_  
144 Supervisor  
145 \_\_\_\_\_  
146 Supervisor  
147 \_\_\_\_\_  
148 Supervisor  
149

150 \_\_\_\_\_ Ayes  
151  
152

- 153 \_\_\_\_\_ Nays
- 154
- 155 \_\_\_\_\_ Absent
- 156
- 157 \_\_\_\_\_ Abstain
- 158
- 159 \_\_\_\_\_ Adopted

161 by the County Board of Supervisors this 18th day February 2014.

- 162
- 163 \_\_\_\_\_ Defeated
- 164
- 165
- 166

Mary Bartelt, County Clerk		Ted Cushing, County Board Chair	
<b>ONEIDA COUNTY</b>			
<b>FISCAL IMPACT</b>			
<b>2014 WAGE STUDY</b>			
<b>COST OF IMPLEMENTATION BASED ON 2014 CHANGES TO BUDGET</b>			
<b>Prepared 2/12/14</b>			
	<b>Annual Cost</b>	<b>March 1 Implementation</b>	
Salaries and Wages	115,486	96,238	
Social Security	8,835	7,363	
Retirement-er Share	7,916	6,597	
Workers Comp	<u>1,190</u>	<u>992</u>	
	133,427	111,189	
Revenue Source			
State Aids and Fees	26,059	21,716	
Tax Levy	<u>107,367</u>	<u>89,473</u>	
	133,426	111,188	

167

Oneida County  
Grade Order 125 - Exempt Structure

Job Title	Department	Recomm. Status	Grade	Grade Order 125 - Exempt Structure						Control Pt.	Pay for Performance	120.0% Maximum
				Minimum	Step 2	Step 3	Step 4	Step 5	Step 6			
CO AUDITOR/FINANCE DIR	FINANCE DEPARTMENT	E	S	\$34.59	\$35.58	\$36.57	\$37.55	\$38.54	\$39.53	→	\$47.44	
CORPORATION COUNSEL-F.T	CORPORATION COUNSEL	E										
HUMAN RESOURCES DIR	LRSS	E										
SOCIAL SERV DIR.-F.T.	SOCIAL SERVICES	E										
DATA PROCESS DIRECTOR	ITS	E	R	\$32.39	\$33.32	\$34.24	\$35.17	\$36.09	\$37.02	→	\$44.42	
HIGHWAY COMMISSIONER-FT	HIGHWAY	E	Q	\$30.92	\$31.81	\$32.69	\$33.57	\$34.46	\$35.34	→	\$42.41	
CHIEF DEPUTY-F.T.	SHERIFF DEPARTMENT	E										
ASSIST CORP COUNSEL I	CORPORATION COUNSEL	E	P	\$29.45	\$30.29	\$31.14	\$31.98	\$32.82	\$33.66	→	\$40.39	
ASST CORPORATION COUNSE	CORPORATION COUNSEL	E										
PUBLIC HEALTH DIR.-F.T.	PUBLIC HEALTH	E	O	\$27.98	\$28.78	\$29.58	\$30.38	\$31.18	\$31.98	→	\$38.38	
ZONING ADMINISTRATOR-FT	PLANNING & ZONING	E										
BUILDING & GROUNDS DIR	BUILDING & GROUNDS	E	N	\$26.51	\$27.27	\$28.03	\$28.79	\$29.54	\$30.30	→	\$36.36	
LEAD FINANCIAL SPRT SUP	SOCIAL SERVICES	E										
LIEUT/911 COORDINATOR	SHERIFF DEPARTMENT	E										
PATROL LIEUTENANT	SHERIFF DEPARTMENT	E										
AGING PROGRAMS DIRECTOR	DEPT ON AGING	E	M	\$25.05	\$25.77	\$26.48	\$27.20	\$27.91	\$28.63	→	\$34.36	
DIRECTOR FORESTRY	FORESTRY DEPARTMENT	E										
EMERGENCY MGMT DIR	EMERGENCY MGMT	E										
LAND INFO DIRECTOR	LAND INFORMATION	E										
NETWORK ANALYST	ITS	E										
SOCIAL WORK SUPER-F.T.	SOCIAL SERVICES	E										
SUPPORT PRGMS SUPERVISR	SOCIAL SERVICES	E										

Oneida County  
Grade One Ranges - Elected  
Grade One Ranges - Elected Structure

Job Title	Department	Recomm. Status	Grade	Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Control Pt.	Pay for Performance	120.0% Maximum
ASST PUB HLTH DIRECTOR	PUBLIC HEALTH	E	L	\$23.58	\$24.26	\$24.93	\$25.60	\$26.28	\$26.95	→	\$27.34	\$32.34
ASST. FOREST DIRECTOR	FORESTRY DEPARTMENT	E										
ASST. ZONING ADMIN.-F.T	PLANNING & ZONING	E										
COUNTY CONSERVATIONIST	LAND CONSERVATION	E										
JAIL ADMINISTRATOR	SHERIFF DEPARTMENT	E										
MEDICAL EXAMINER	MEDICAL EXAMINER	E										
MGMT SRVCS ADMINISTRATR	SHERIFF DEPARTMENT	E										
PATROL SUPER/HIGHWAY	HIGHWAY	E										
PATROL SUPER/SOLID WAST	SOLID WASTE	E										
ASSISTANT DIRECTOR	DEPT ON AGING	E	K	\$22.11	\$22.74	\$23.37	\$24.01	\$24.64	\$25.27	→	\$25.90	\$30.32
ASSISTANT JAIL ADMINISTRATOR	SHERIFF DEPARTMENT	E										
ASST FACILITIES DIRECTR	BUILDING & GROUNDS	E										
E911 PROGRAM COORDINATOR	SHERIFF DEPARTMENT	E										
EMPLOYEE SVCS MANAGER	LRES	E										
GIS ANALYST	LAND INFORMATION	E										
PROGRAMMER/ANALYST	ITS	E										
SHOP SUPERINTENDENT	HIGHWAY	E										
SOCIAL WORKER F.T.	SOCIAL SERVICES	E										
VETERAN SERV OFFICER-FT	VETERAN SERVICES	E										
DIETICIAN FT	WOMN/INENT/CHILD	E	J	\$20.64	\$21.23	\$21.82	\$22.41	\$23.00	\$23.59	→	\$24.18	\$28.31
HEALTH EDUCATOR	NURSING	E										
OFFICE MANAGER-F.T.	HIGHWAY	E										
OFFICE MANAGER-F.T.	PLANNING & ZONING	E										
P.H. NURSE PART-TIME	PUBLIC HEALTH	E										
PUBLIC HEALTH NURSE	NURSING	E										
PUBLIC HEALTH NURSE	PUBLIC HEALTH	E										
SANITARIAN	NURSING	E										
SOCIAL WORKER F.T.	SOCIAL SERVICES	E										
TOBACCO CONTROL COORD	PUBLIC HEALTH	E										
ASST PATROL SUPPTENDNT	HIGHWAY	E	I	\$19.17	\$19.72	\$20.27	\$20.81	\$21.36	\$21.91	→	\$22.46	\$26.29
COUNTY FORESTER/TIMBER	FORESTRY DEPARTMENT	E										
PROBATE REGISTRAR	CIR CRT BRANCH I	E										
DEPUTY CLK OF COURT-F.T	CLERK OF COURTS	E	H	\$17.71	\$18.22	\$18.72	\$19.23	\$19.73	\$20.24	→	\$20.74	\$24.29

Oneida County  
Grade Order List - NonExempt

Attachment B

RECOMMENDED 2014 PAY STRUCTURE

Job Title	Department	Recomm. Status	Grade	Minimum	Step 2	Step 3	Step 4	Step 5	Control Pt.	Step 7	Step 8	Step 9	Step 10	Step 11
ADRC SPECIALIST	DEPT ON AGING	NE	I	\$19.17	\$19.72	\$20.27	\$20.81	\$21.36	\$21.91	\$22.46	\$23.01	\$23.55	\$24.10	\$24.65
AS COORDINATOR	LAND CONSERVATION	NE												
VICTIM WITNESS COORDINATOR	DISTRICT ATTORNEY	NE												
LAND USE SPECIALIST	PLANNING & ZONING	NE												
LEAD CORRECT OFFICER	SHERIFF DEPARTMENT	NE												
MECHANIC-F.T.	HIGHWAY	NE												
MECHANIC/EQUIP OPERTR I	HIGHWAY	NE												
PARCEL MAPPING/GIS TECH	LAND INFORMATION	NE												
ZONING TECHNICIAN I	PLANNING & ZONING	NE												
ZONING TECHNICIAN II	PLANNING & ZONING	NE												
ACCOUNT TECHNICIAN-F.T.	FINANCE DEPARTMENT	NE	H	\$17.71	\$18.22	\$18.72	\$19.23	\$19.73	\$20.24	\$20.75	\$21.25	\$21.76	\$22.26	\$22.77
ACCOUNT TECHNICIAN-F.T.	SOCIAL SERVICES	NE												
CHILD SUPPORT SPEC-F.T.	SOCIAL SERVICES	NE												
COMPUTER TECHNICIAN	ITS	NE												
COMPUTER WEB TECHNICIAN	ITS	NE												
CORP COUNSEL SECR II	CORPORATION COUNSEL	NE												
DEPUTY CO. TREASURER-FT	TREASURER	NE												
ELECTRONICS MAIN TECH	BUILDING & GROUNDS	NE												
EVIDENCE TECHNICIAN	SHERIFF DEPARTMENT	NE												
FINANCE TECHNICIAN	SHERIFF DEPARTMENT	NE												
FINANCE TECHNICIAN	SHERIFF DEPARTMENT	NE												
LEAD RECORDS SPECIALIST	SHERIFF DEPARTMENT	NE												
LEAD TELECOMMUNICATOR	SHERIFF DEPARTMENT	NE												
OUTREACH BENEFIT SPEC	DEPT ON AGING	NE												
PAYROLL/CIVIL PRCS TEC	SHERIFF DEPARTMENT	NE												
PAYROLL/PURCHASING CLER	FINANCE DEPARTMENT	NE												
PSMR NETWORK SUPPORT	SHERIFF DEPARTMENT	NE												
REAL PROP LISTER/ADDRES	LAND INFORMATION	NE												
SECRETARY I-F.T.	VETERAN SERVICES	NE												
SECRETARY III-F.T.	CIR CRT BRANCH I	NE												
SECRETARY III-F.T.	CIR CRT BRANCH II	NE												
SECRETARY III-F.T.	EMERGENCY MGMT	NE												
SECRETARY III-F.T.	PLANNING & ZONING	NE												
SECRETARY III-F.T.	UV-EXTENSION	NE												

**Oneida County  
Grade Order List - NonExempt**

**RECOMMENDED 2014 PAY STRUCTURE**

Job Title	Department	Recomm. Status	Grade	Minimum										
				Step 1	Step 2	Step 3	Step 4	Step 5	Control Pt.	Step 7	Step 8	Step 9	Step 10	Step 11
ACCOUNT CLERK I-F-T.	SOCIAL SERVICES	NE	6	\$16.24	\$16.70	\$17.17	\$17.63	\$18.10	\$18.56	\$19.02	\$19.49	\$19.95	\$20.42	\$20.88
ACCOUNT CLERK II-F-T.	SOCIAL SERVICES	NE												
ACCOUNT CLERK III-F-T.	SOCIAL SERVICES	NE												
ACCOUNT CLERK IIP-T.	SOCIAL SERVICES	NE												
ACCOUNT CLERK III-F-T.	SOCIAL SERVICES	NE												
ACCOUNT TECHNICIAN PT	SOCIAL SERVICES	NE												
AIDE-SOCIAL SERVICES-PT	SOCIAL SERVICES	NE												
ASST REAL PROP LIST-F-T	LAND INFORMATION	NE												
ASST. REGISTER PROBATE	CIR CRT BRANCH 1	NE												
CIVIL/FAMILY COURT CLK	COURT CLERK	NE												
CORP COUNSEL SEC I	CORPORATION COUNSEL	NE												
CORRECTION OFFICER-F-T.	SHERIFF DEPARTMENT	NE												
CRIMINAL CLERK OF COURT	COURT CLERK	NE												
DEP. REG. DEED IIP-T	REGISTER OF DEEDS	NE												
DEPUTY COUNTY CLERK II	COUNTY CLERK	NE												
DEPUTY TREASURER	TREASURER	NE												
E911 TELECOMMUNICATOR	SHERIFF DEPARTMENT	NE												
ECONOMIC SUPPORT SPEC	SOCIAL SERVICES	NE												
EMPLOYEE SVCS ASSISTANT	SOCIAL SERVICES	NE												
EQUIP. OPERATOR I-F-T.	HIGHWAY	NE												
EQUIP. OPERATOR II-F-T.	HIGHWAY	NE												
FAMILY COURT CLERK	CLERK OF COURTS	NE												
MAINTENANCE TECH.-F.T.	BUILDING & GROUNDS	NE												
PROPERTY DESC. TECH	LAND INFORMATION	NE												
RMS SUPPORT SPECIALIST	SHERIFF DEPARTMENT	NE												
SECRETARY IIP-T.	ITS	NE												
SIGN PAINTER-F-T.	HIGHWAY	NE												
SMALL CLAIMS CLERK	CLERK OF COURTS	NE												
SOC SER INFO SPECIALIST	SOCIAL SERVICES	NE												
TECHNICAL SUPPORT	SHERIFF DEPARTMENT	NE												
TRAFFIC CLERK	CLERK OF COURTS	NE												

Oneida County  
Grade Order List - NonExempt

RECOMMENDED 2014 PAY STRUCTURE

Job Title	Department	Recomm. Status	Grade	Percentage										
				87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
			Minimum	Step 2	Step 3	Step 4	Step 5	Control Pt.	Step 7	Step 8	Step 9	Step 10	Step 11	
ACCOUNT CLERK II-F.T.	WOMN/INRNT/CHILD	NE	F	\$14.77	\$15.19	\$15.61	\$16.04	\$16.46	\$16.88	\$17.30	\$17.72	\$18.15	\$18.57	\$18.99
ACT/VOLUNTEER COOR. F.T	DEPT ON AGING	NE												
ASST. MAINTENANCE TECH	BUILDING & GROUNDS	NE												
DEF. REG OF DEED II-F.T.	REGISTER OF DEEDS	NE												
DEPUTY COUNTY CLERK 1	COUNTY CLERK	NE												
DEPUTY REG OF DEEDS I	REGISTER OF DEEDS	NE												
ENVIRONMENTAL TECH	NURSING	NE												
FOREST MAINTENANCE TECH	FORESTRY DEPARTMENT	NE												
HIGHWAY SECRETARY	HIGHWAY	NE												
LANDFILL SVST TECHNICIA	SOLID WASTE	NE												
NUTRITION/TRANSP COORD	DEPT ON AGING	NE												
PT LAND INFO AIDE	LAND INFORMATION	NE												
SECRETARY II-F.T.	DEPT ON AGING	NE												
SECRETARY II-F.T.	UW-EXTENSION	NE												
SECRETARY II-F.T.	DISTRICT ATTORNEY	NE												
SECRETARY II-F.T.	PLANNING & ZONING	NE												
SECRETARY II-F.T.	PUBLIC HEALTH	NE												
CLEANING TECHNICIAN	BUILDING & GROUNDS	NE	E	\$13.67	\$14.06	\$14.45	\$14.84	\$15.23	\$15.62	\$16.01	\$16.40	\$16.79	\$17.18	\$17.57
SOC SER SECRETARY	SOCIAL SERVICES	NE												
TYPIST II-F.T.	SOCIAL SERVICES	NE												
TYPIST II-F.T.	SOCIAL SERVICES	NE												
TYPIST III-F.T.	PUBLIC HEALTH	NE												
TYPIST III-F.T.	SOCIAL SERVICES	NE												
VACANT			D	\$12.65	\$13.01	\$13.38	\$13.74	\$14.10	\$14.46	\$14.82	\$15.18	\$15.54	\$15.91	\$16.27
BUS DRIVER	DEPT ON AGING	NE	C	\$11.72	\$12.05	\$12.39	\$12.72	\$13.06	\$13.39	\$13.72	\$14.06	\$14.39	\$14.73	\$15.06
TYPIST II-F.T.	SOCIAL SERVICES	NE												

ONEIDA COUNTY CLASSIFICATION AND COMPENSATION STUDY  
POSITION CLASSIFICATION REVIEW PROCESS

Oneida County will use the following process for review of employee position classification allocations resulting from the Classification and Compensation Study.

The process used by Carlson Dettmann Consulting, LLC (the Consultant) in conducting the classification and compensation study involved substantial employee input and administrative review. Every employee was responsible for submitting either an individual Job Description Questionnaire (JDQ) or a group JDQ. Departments were responsible for reviewing all JDQ's for accuracy and completeness. In addition to analyzing JDQ's, the Consultant interviewed department heads to obtain an overview of their organizations. Job evaluation scoring detail is available for review.

If a County department head or a staff member feels that the Consultant committed a gross error in applying the Point Factor Job Evaluation System to their position, or if the employee's job has changed significantly since the original JDQ response, then the department head or the employee may supply additional information and ask for a re-evaluation.

**GRADE REVIEW GUIDELINES**

***Basis for Position Classification Review***

Classification Grade reviews must be focused on the JDQ. If the department head or the employee believes a job has been incorrectly graded, the department head or the employee must read through the relevant JDQ's and determine the areas they feel were evaluated incorrectly. Any comparisons with other positions must be based on documented evidence submitted by the requestor.

The department head must review, comment, and sign off on the Position Classification Review submittals from an employee. The LRES Department will review all Position Classification Review submittals to ensure guidelines are met before forwarding them to the Consultant.

Note: Matters that are not subject to position classification review include the policy decisions made by the County on market comparisons, pay structure, pay plan implementation, and related policies.

### ***How to Request a Position Classification Review***

The Committee has requested all classification review requests must be submitted by March 14, 2014. A final determination will be made by May 1, 2014.

A department head or employee wishing to review the pay grade placement of a position may do so by obtaining a "Classification Review Form" from the LRES Department. Access will be provided to the Point Factor Job Evaluation System in order to assist with the job evaluation process.

All review requests must be on the attached Position Classification Review Form. The form must include a statement of the basis of the review, which is limited to the two appropriate review criteria explained above.

If the classification review involves a claim of additional responsibilities or significant changes to the position since the completion of the JDQ, the requestor must attach a *hard copy* of the original JDQ(s), *with any changes indicated on the JDQ(s)*. Changes can either be shown in handwriting, or, if using the electronic form of the JDQ, changes should be made very clear using underlining or some other demarcation.

The Department Head must review the information provided by the requesting employee, certify that it is factual and correct, sign the Department Head review portion of the form and, at his/her discretion, provide additional comments. Department heads shall submit the completed forms to the LRES Department. The LRES Department will forward the review request to the Consultant for a recommendation.

The Consultant will consider the substance and merits of each review request and in doing so, may find it necessary to gather further information from the employee and/or supervisor. The Consultant will confer with County administration regarding the review request, and the final decision on all position classification reviews will be the responsibility of the LRES Committee.



**DEPARTMENT HEAD POSITION CLASSIFICATION REVIEW FORM**

***Department Head Review Section***

I certify that I have reviewed all factual information concerning this position classification review.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Comments:

\_\_\_\_\_  
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