

## Classification Studies

### 308.1 PURPOSE AND SCOPE

To set forth the department's policy and procedure regarding classification studies. This policy applies to all employees.

#### 308.1.1 DEFINITION

**Reclassification** - The reallocation of a position to a different class by a change of title and position specification, but does not necessarily involve a change of salary range.

### 308.2 AUTHORITY AND REFERENCES

- Executive Team;
- Riverside County Ordinance 440;
- MOU.

### 308.3 POLICY

A "Request for Classification Study" in support of a proposed reclassification of an existing job position shall be submitted to County Personnel only with the approval of the Chief Probation Officer or as outlined in the current MOU.

### 308.4 PROCEDURE

- (a) In the event that a Division Director believes that the duties of an existing position no longer match those of the job description, a request for reclassification shall be addressed to the Chief Probation Officer through the appropriate Chief Deputy Probation Officer or the Director for Administrative Services.
- (b) After approval of the Chief Probation Officer, a "Request for Classification Study" will be submitted with the annual budget.
- (c) The County Administrative Office and County Personnel Department will review, approve, and prioritize the classification study work to be performed during the year.
- (d) The County Personnel Department will conduct the classification study, including analysis of internal and external data.
- (e) The County Personnel Department's recommendations are then presented to the Department Head or designee.
- (f) If the recommendation is for reclassification, the Department Head concurs, and sufficient funds are available, a Board letter is generated. If approved by the Administrative Office and the Board of Supervisors, the Resolution becomes effective the first pay period after its adoption.
- (g) Probation Personnel Office will prepare a personnel transaction form. An application for the new position and the employee appraisal form will be requested from the

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employee and their supervisor. Completed forms are forwarded to the Personnel Department in accordance with payroll deadlines.

- (h) The effective date of reclassification shall coincide with the first working day of a pay period. Salary and anniversary dates will be set as follows:
  - 1. The salary of an incumbent of a position reclassified to a class on the same salary range shall not change. The anniversary date shall not change.
  - 2. The salary of an incumbent of a position reclassified to a class on a higher salary range shall be at the rate which is 2 steps higher, or immediately greater than 2 steps higher, than that paid on the range of the former position, where the new range is able to accommodate the increase. The first anniversary date shall be the first day of the pay period following the completion of 1040 hours (approximately 6 months) in a paid status, not including overtime, in the new classification. Thereafter, anniversary dates shall be on the first day of the pay period following each additional 2080 hours (approximately 1 year) in a paid status.
  - 3. The salary of an incumbent of a position reclassified to a class on a lower salary range shall not change unless such salary would exceed the maximum of the new range, in which event it shall be reduced to the maximum. The anniversary date shall not change.

#### **308.5 INSTRUCTION AND COMMENT**

- (a) A request for a classification study should be based upon changes in the nature and/or level of duties and responsibilities assigned to the position(s) and not upon the volume of work performed, the performance level of the incumbent, the length of service of the incumbent, or other similar factors.
- (b) A classification study may result in an increase, decrease, or no change in salary.
- (c) Salary issues will not be resolved through the classification study process. Salary issues in represented classifications will be subject to negotiations with the appropriate employee organization.
- (d) Unless there are unusual or emergency situations, no job classification or individual position will be studied any more often than every two (2) years.
- (e) No regular employee shall be assigned to exercise the powers or perform the duties of any classification other than his/her own classification for an accumulated period of 480 hours or more during any one calendar year or as outlined in the current MOU.
- (f) 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.

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