

Classification Study - Position Review Process Overview

Request Received

Review request to determine scope
and if case has been made

Conduct Study

- PDQs completed by Incumbents and reviewed by Supervisors
- Research
- Analysis

Outcome 1

Incumbent reclassified to existing class

Outcome 2

Incumbent reclassified to new classification

Draft Civil Service Report

- Department Head Review
- 10 days Interested Parties Notice
- Place on Civil Service Agenda
- one week in advance
- two meetings/month
- Present report to Civil Service

Develop Spec

- Conduct research
- Draft spec
- Manager/Dept head review and edit
- Finalize spec

Draft Board report

- HR Director reviews
- Place on BOS calendar
- BOS adopts recommendation

Draft Civil Service Report

- Department Head Review
- 10 days Interested Parties Notice
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Develop Salary

- Complete salary research
- Develop salary rationale and recommendation
- HR Dir reviews and approves
- CAO reviews and approves
- Meet and confer
- Execute agreement

Draft Board report

- HR Director reviews
- Place on BOS calendar
- BOS adopts recommendation