



CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Department: Human Resources
Subject: Creation, Reclassification and Deletion of Positions

Policy Number: 6-8
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I. INTRODUCTION

This administrative procedure establishes policies and procedures for creating new positions and reclassifying or deleting existing positions. A position management program requires such procedures to control classification escalation and to determine the need for existing and new positions. Proper position management gives departments sufficient flexibility to accomplish departmental goals and ensures efficient utilization of county funds and equitable treatment of all employees.

II. DEFINITIONS

- A. **Classification (class)** – A group of positions that perform similar duties, require similar qualifications, and are compensated in the same salary grade.
- B. **Class Specification** – A written description of a class of positions containing the class title, class code, EEO and FLSA designations, a general statement of duties, examples of work performed, required knowledge, skills and abilities, and the minimum education and experience required for an applicant or employee to perform at a proficient level.
- C. **Position** – A group of currently assigned duties and responsibilities that requires the full-time or part-time employment of one person.
- D. **Reclassification** – A personnel action that occurs when position duties and responsibilities have changed substantially, resulting in an increase or decrease in job content points sufficient enough to cause a change in salary grade.
- E. **Reorganization** – A major change in a department's organizational structure, which results in the reclassification of three or more positions in the same section.

III. FORMS

- A. **Position Description Questionnaire (PDQ)** – A form completed by the incumbent and the incumbent's supervisor that describes in specific terms the duties, responsibilities and minimum requirements of one distinct position. The PDQ is signed by both individuals.
- B. **Reclassification Request Form** – A form completed by the requesting department and authorized by the department director and the applicable Deputy County Administrator, which is submitted to Human Resources (HR) to initiate the reclassification process of a vacant or occupied position which was not submitted in the annual budget.

Forms from departments reporting directly to the County Administrator should be sent directly to HR by the department director. Requesting departments and Budget and Management will be notified via e-mail that the request has been received and the timeframe for the review.

IV. CREATING A NEW POSITION

- A. **Part-Time Positions** – When a department has identified a need for a new part-time position, a memorandum requesting the position should be submitted to HR, with a copy to Budget and Management, at least two weeks prior to advertising. The memorandum should state that part-time funds are available and must include a short summary of the position's hours, duties, requirements etc. HR will classify the position and notify the department so a personnel requisition can be prepared and submitted to initiate the recruitment process. A PDQ may be attached instead of including duties and responsibilities in the memorandum.

- B. **Full-Time Positions** – All new full-time positions must be authorized by the Board of Supervisors. Typically, this occurs as part of the annual budget process in accordance with Department of Budget and Management policies and procedures. Positions may also be created throughout the year by special Board action. New position agenda items will be coordinated with the Department of Budget and Management, HR, Deputy County Administrators and the Office of the Clerk to the Board. Before Board approval, the department may request advice on a proposed classification for the position. After Board approval, HR will-classify the position, assign a position number, and notify the department of this information so a personnel requisition can be prepared and submitted to initiate the recruitment process. Grant funded positions should be designated as such. Departments should allow more time for creation and classification of a new full-time position than for part-time positions.

V. PROCEDURES FOR RECLASSIFICATION

- A. **Budgeted Reclassification** – Reclassifications occur within the context of developing annual work plans and budgets. Prior to the annual budget process, each department should internally review all full-time positions to determine the extent of any changes in the past fiscal year and projected changes during the current fiscal year. In the event a department director believes that the duties and responsibilities of a position have changed or will change under the proposed budget sufficient to justify reclassification of that position, the department should fund such a reclassification within the budget process, in accordance with Department of Budget and Management policies and procedures. Reclassifications funded in the budget still require study by HR to assign the proper title and salary grade once the budget has been approved. HR staff will advise departments on classification levels, if desired.
- B. **Mid-Year Reclassification of Vacant Positions** – On occasion, a department may make significant changes in a vacant position during the fiscal year, which the department could not anticipate at the time the proposed budget was adopted. When this occurs, the department should ensure the position is appropriately classified prior to advertising. The department director should complete a Reclassification Request Form, attach current and proposed organizational charts and an updated PDQ and forward the entire package to the Deputy County Administrator responsible for that department. If the Deputy County Administrator supports the study request, it is forwarded to HR for study. Only vacant positions and positions identified by HR as impacted by changes to vacant positions may be reclassified outside of the annual budget process. Classification studies are generally processed on a first-come-first-serve basis, unless special circumstances warrant immediate study upon receipt of the request. If reclassification of a vacant position results in changes to other positions, they may also be reclassified at this time. Upon receipt of a study request, HR will respond to the request by acknowledging receipt and providing an estimate of when the study will begin.
- C. **Reclassifications Outside the Annual Budget Process** – If an employee has occupied a position and performed the new duties and responsibilities for a minimum of six months and substantial changes have occurred since the budget process, departments may submit a request for reclassification. Requests outside the annual budget process will be reviewed on a case-by-case basis.
- D. **Maintenance of Classification Program** – As part of its on-going maintenance of the county's classification program, HR, in cooperation with the impacted departments, will periodically initiate audits of classifications that have not been reviewed recently, or where there appears to be a need for review. Upon request, HR in conjunction with Budget and Management will also advise departments on changes in organizational structure and redistribution of duties.
- E. **Approval Process** – HR staff may perform desk audits, interview department management, and perform other analysis, before making a recommendation. The Assistant Director of HR is

authorized to approve reclassifications for vacant and part-time positions. All other recommendations will be forwarded to the HR Director for approval. If the reclassification involves a reorganization in any department or positions in the HR department, the recommendations may be forwarded to the County Administrator for review. If a reclassification is approved, the department will be notified by HR and a personnel action form must be submitted to HR for processing. A personnel action form is not required for changes to vacant positions.

- F. **Impact** – Reclassifications are effective the first day of the pay period following the approval date, unless otherwise noted in the study report, attached comments or the annual budget. When a position is reclassified to a higher salary grade, the incumbent is eligible for a five percent increase to base salary, or increase to the minimum of the new salary range, whichever is higher. HR may approve an additional increase up to midpoint of the salary range with appropriate justification. An increase above the midpoint of the salary range requires approval from the County Administrator. Such increases are not available to probationary employees unless the employee’s current salary is below the minimum of the new range. Employees may not receive two reclassification increases within a 12-month period. Department directors may request in writing that the five percent increase be withheld because of internal equity, performance issues, or any other departmental concern, provided the incumbent’s salary is within the new salary range.

VI. DELETION OF EXISTING POSITIONS

- A. **Loss of Funding** – HR should be notified immediately by the Department of Budget and Management or the affected department if a position becomes unfunded due to a budget change, loss or expiration of a State or Federal grant, or for any other reason. HR records will be updated to indicate the position exists, but is currently unfunded. Reallocation of an unfunded position to another department requires County Administrator approval and is coordinated through HR. Once the position has been reallocated, the receiving department must submit a new PDQ to HR so it may be appropriately classified.
- B. **Permanent Deletion** – HR should also be notified immediately by the Department of Budget and Management or the affected department if a position is being permanently deleted for any reason. In this case, the position ceases to exist and will be removed from the Table of Authorized Positions and cannot be funded or utilized at a later date. The county’s Reduction-in-Force procedure (Administrative Procedure 6-15) is applicable to all employees occupying positions that lose funding, or are permanently deleted.

VII. RECORDKEEPING

HR shall maintain files containing a PDQ for each existing full-time position and a class specification for each full-time job classification.

Departments are responsible for updating position description questionnaires for all full-time positions on a regular basis, retaining a copy, and submitting the original to HR. Departments are encouraged to do the same for part-time positions, but are not required to do so.

HR is responsible for assigning and maintaining position numbers and all other aspects of position control.