

## **Rule 5-50**

### **CLASSIFICATION**

§§:

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#### **§ 5-50-010 PURPOSE**

The purpose of this rule is to provide a job profile system that ensures an adequate structure to differentiate jobs across the county and that can be easily maintained, to facilitate internal equity, and to define the general scope and complexity of work performed.

#### **§ 5-50-015 JOB PROFILE PLAN**

(A) Central Human Resources will prepare and maintain a job profile plan that sets forth for each job profile a title and a pay range. A job profile includes a statement of duties, authority, and responsibilities, the required knowledge, skills, abilities, education, training, experience, and other qualifications. Job profiles may be grouped as appropriate. The differences between job profiles and between levels within groups of job profiles will be clearly defined.

(B) The Classification and Compensation Plan will be submitted to the Board of County Commissioners for approval on an annual basis. Changes to the Job Profile Plan which require an increase to budget appropriations are effective only when approved by the Board.

(C) The Job Profile Plan will consist of both generic and specialized job profiles. Generally, the county will use generic job profile in order to facilitate maintenance of the plan, work assignment changes, and organizational efficiency. The Job Profile Plan will provide for career advancement opportunities, where practical. Central Human Resources is responsible for updating, adding, and abolishing job profiles as necessary to assist the county in meeting these goals.

(D) Central Human Resources will designate job profiles as classified or unclassified in accordance with the criteria specified in MCPR § 2-15, Employee Status. Classified service includes all represented and management positions. Unclassified service includes executive, elected officials and their staff, deputy district attorneys, and temporary, on-call, and less than half-time employees.

(E) Pay ranges assigned to each job profile will be assigned consistent with MCPR § 5-45, Compensation.

(F) The Classification and Compensation Unit conducts regular maintenance of the job profiles. Maintenance includes the inactivation of unused job profiles or updates to written job profiles.

**§ 5-50-020 EQUIVALENT CLASSIFICATIONS**

(A) Central Human Resources is responsible for determining and maintaining a list of equivalent job profiles. An equivalent job profile may be established when as the result of a job profile study, one or more job profiles are assigned to a new or different job profile based upon comparable functionality, and the former or old job profile is abolished and replaced by the new or different job profile.

(B) To be equivalent, Central Human Resources must have determined the former job profile(s) to be similar or essentially equal (“equivalent”) to the newly assigned job profile because the purpose of the work, qualifications required, duties and responsibilities are substantially the same.

(C) If a job profile has been abolished, and a job profile has been designated by Central Human Resources to be an equivalent to the abolished job profile, employees who previously held the abolished job profile have a bump right into the equivalent job profile.

(D) If a job profile is abolished, and there is no job profile that is designated equivalent by Central Human Resources, then the employee does not have a bump right to the previously held job profile.

**§ 5-50-030 POSITION DESCRIPTIONS**

The departments will develop and maintain descriptions for all positions in their department. Managers are responsible for ensuring that position descriptions for each position under their supervision are periodically reviewed to ensure their accuracy, and that copies of accurate position descriptions are on file with Department Human Resources Units.

**§ 5-50-040 POSITION CLASSIFICATION**

(A) No person may be appointed to a position until it has been properly classified. All new positions will be submitted to Central Human Resources for allocation prior to appointment. Vacant positions that have previously been allocated will be submitted to Central Human Resources whenever the duties change substantially. Filled positions where the duties have changed will be submitted for allocation to Central Human Resources consistent with MCPR § 5-50-050, Reclassification.

(B) Central Human Resources will classify and reclassify all regular and limited duration positions to approved job profiles based on an analysis of their duties, responsibilities, knowledge, skills, abilities, and qualifications as documented in position descriptions.

(C) Department Human Resources Managers are responsible for ensuring that temporary and on-call employees are appointed to the job profile that most accurately describes the duties to be

performed, and for consulting with Central Human Resources if the correct job profile cannot be determined.

(D) Upon the request of the Department Human Resources Manager, Central Human Resources may delegate in writing certain reclassification decisions to the Department Human Resources Manager. If delegation occurs, Department Human Resources Units will be responsible for fully complying with the documented reclassification process and responsibilities.

(E) Classification of positions will include designation as FLSA exempt or non-exempt, represented or non-represented, and management or executive consistent with MCPR § 2-15, Employee Status.

(F) When there is no existing job profile appropriate to classify a position, the Multnomah County Chief Human Resources Officer may authorize, upon written request of the Department Human Resources Manager, the use of a job profile that has no assigned pay grade (e.g. Temporary Worker, 8000) on a time limited basis.

(G) Management has the right to add, remove or reassign duties in lieu of reclassifying a position laterally, upward or downward.

#### **§ 5-50-045 ASSIGNMENT OF DUTIES**

(A) Managers are responsible for defining work and assigning duties and may remove and reassign duties in order to maintain duties consistent with an employee's current job profile.

(B) Managers may not deliberately assign duties to an employee that are not consistent with the employee's current job profile except for temporary situations which have received the prior approval of the Department's Human Resources Manager.

(C) Managers must notify their Department Human Resources Unit when changes to duties or responsibilities are implemented which may affect the job profile of an existing position. Department Human Resources Units are responsible for ensuring appropriate notice is provided to Central Human Resources.

#### **§ 5-50-050 RECLASSIFICATION**

(A) Employees and/or managers may request a reclassification review of a position when it is believed that the duties performed are no longer consistent with the allocated job profile.

(B) Employees are only eligible for reallocation due to the gradual change in duties or responsibilities over an extended period of time not less than six (6) months. Job profile decisions will be based on duties assigned and performed during the six (6) month period preceding the date the reclassification request is officially received by Central HR. The deliberate assignment of higher level duties outside of an employee's assigned job profile intended to result in a change in an employee's job profile is prohibited and is a violation of civil service rules.

(C) Temporary assignments and work-out-of-class assignments are not to be used as a vehicle for reclassifying employees as the duties were not assumed gradually. These requests will be handled in accordance with MCPR § 5-55, Classification of Positions Affected by Reorganization. Positions which are reclassified due to the deliberate and immediate reassignment of duties must either meet the criteria in MCPR § 5-55, Classification of Positions Affected by Reorganization, or be filled using normal appointment procedures.

(D) A request for reclassification must include a current position description, an organization chart, and a reclassification request which includes information regarding when and why the additional duties were assigned. Central Human Resources will review the request and determine the correct job profile allocation.

(E) Central Human Resources may re-evaluate a reclassified position within one (1) year after the reclassification has been completed to ensure duties are being carried out as originally indicated.

#### **§ 5-50-055 EFFECT OF RECLASSIFICATION ON INCUMBENTS**

(A) An employee occupying a position that is reclassified will not be reclassified with the position except when:

(1) The change in duties, authority, and responsibility has occurred gradually over a period of time, and

(2) The employee has been performing the new duties for at least six (6) months prior to the reclassification request; and

(3) The employee meets the minimum qualifications for the new job profile.

(B) When a position is reclassified under this rule, an employee who is eligible for reclassification will remain in the position with no change in appointment status. When a position is reclassified downward, the employee will be placed on the recall list for reappointment to the higher job profile.

(C) The effective date of a reclassification of a position will be no more than six (6) months prior to the date the request for reclassification was received by Central Human Resources. Central Human Resources establishes the effective date of reclassifications that result from studies. The effective date of a reclassification to a newly created job profile will be the date the job profile is approved in accordance with these rules and applicable collective bargaining agreements. The effective date of a reclassification of a vacant position will be the date the reclass is approved.

(D) Employees whose reclassification requests are denied may resubmit the request six (6) months from the date of the job profile decision provided the duties have substantially changed.

(E) Management employees have no appeal rights for job profile decisions.