

## Rule # 5-55

### Classification of Positions Affected by Reorganization

§§:

[§ 5-55-010 Purpose](#)

[§ 5-55-020 Policy](#)

[§ 5-55-030 Classification of New Positions](#)

[§ 5-55-040 Consideration and Appointment of Eligible Employees](#)

[§ 5-55-050 Elimination of Positions](#)

#### § 5-55-010 Purpose

The purpose of this rule is to provide a means for management to implement significant organizational changes, necessary to the efficient operation of county business while preserving merit principles and ensuring compliance with equal employment opportunity for the selection and promotion of employees.

#### § 5-55-020 Policy

A. Reorganization of a division, program, section or work group sometimes becomes necessary to meet organizational needs, and typically occurs during the following:

1. The immediate assignment of new responsibilities and authority within a work unit,
2. Span of control changes
3. The merger of two or more components, or
4. The elimination of positions

B. When one or more of the above occurs, the reorganization is expected to affect the job profile of existing filled positions. Reclassification of positions will be accomplished in a manner which preserves merit principles and ensures compliance with equal employment opportunity requirements.

#### § 5-55-030 Classification of New Positions

A. Job profile review becomes necessary whenever the work demands or responsibilities of a work group substantially and deliberately change in such a way that one (1) or more new positions must be established through the reallocation of one (1) or more existing positions.

B. The Appointing Authority, prior to the permanent assignment of new duties which could affect the job profile of any existing or new position, will submit the following information to Central Human Resources:

1. A description of the proposed new and existing or former organizational structures and the reasons for compelling a reorganization of the work group(s).
2. Position descriptions and other documentation required for a reclassification action.

C. Central Human Resources will review the proposed reorganization and affected positions and notify the Appointing Authority of the appropriate job profile for each affected position. Central Human Resources will approve or disapprove a limited recruitment that solicits, at minimum, applicants from the affected work group(s) where the reclassified or new position(s) exists. Approval by Central Human Resources for a limited recruitment does not preclude the department from conducting a broader selection process.

### **§ 5-55-040 Consideration and Appointment of Eligible Employees**

A. The Appointing Authority may, with approval of Central Human Resources, conduct a limited recruitment to fill affected positions. Such recruitment will be open, at a minimum, to all qualified and eligible employees in the affected work group(s). The Appointing Authority may, at their discretion, open the recruitment to all employees in the affected division or department, or to the county community at large. The Appointing Authority will ensure that the recruitment process is consistent with county affirmative action goals and objectives.

B. Employees promoted through a limited recruitment are subject to the provisions of all applicable county rules and/or collective bargaining agreements governing promotions, including, but not limited to, any required probationary/trial service period and rules for establishing salary and seniority dates.

C. If a limited recruitment is not approved, the positions must be filled through normal appointment procedures in accordance with MCPR § 5-30, Recruitment and Selection. (ER 312, Amended, 08/08/2007)

### **§ 5-55-050 Elimination of Positions**

If any filled positions are eliminated as a result of reorganization, a layoff will be conducted, in accordance with applicable rules and collective bargaining agreements, following the completion of the recruitment and selection process provided for in these rules.