



Personnel Policy

Position Classification Plan

Control Number	Policy Date	Revision Date
HR017	06/05/2006	06/07/2021

Adoption of Position Classification Plan

The position classification plan, as approved by the Board of Commissioners, is hereby adopted as the position classification plan for Scotland County.

Administration of the Classification Plan/Allocation of Positions

County Manager

The Scotland County Manager has the final responsibility to the Board of Commissioners to maintain and update the job classification policy and process so that it accurately reflects the duties performed by employees. The County Manager shall allocate each position covered by the classification plan to its appropriate class in the plan.

Human Resources Director

The Scotland County Manager has delegated to the Human Resources Director the responsibility for overseeing and administering the position management and compensation system for Scotland County. The Human Resources Director and Human Resource staff are responsible for providing professional input and advice to County Department Heads on requests to establish new positions and on requests to reclassify existing positions. The Human Resources Director provides advice and recommendation on job classification actions to the County Manager. The Human Resources Director is responsible for insuring that trained, professional staff is available to maintain the position management and compensation policies.

Human Resources Department/Staff

The staff of the Scotland County Human Resources Department is responsible for initially reviewing requests to classify new positions, reclassify or reallocate existing positions and for maintaining all records, position histories, organizational charts and any other information necessary to administer this policy. As part of their responsibilities in administering this policy and the position management program, staff is tasked with identifying benchmark positions for use in the classification review of both existing and new positions. Human Resources staff is responsible for assisting departments in ensuring that organizational charts are complete and up to date. Human Resources staff is responsible for documenting any unusual classification situations and how such situations are resolved.

Department Heads

Department Heads are responsible for working with the County Human Resources Department to maintain the position management and compensation policy. Department Heads shall notify Human Resources whenever there is a substantial change in the duties and responsibilities of existing positions or when a new position needs to be established. Department Heads are responsible for making sure that organizational charts and updated job descriptions are current and on file with Human Resources. It is the responsibility of Department Heads to work with Human Resources and the Finance Director to secure funding for the results of this review.

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Equal Employment Opportunity

The Human Resources department will review periodically position specifications as to position content and minimum educational requirements to ensure non-discriminatory or unnecessary restrictions that would bar the disabled, disadvantaged, minorities, women or any other protected class set out in this Resolution from securing employment with the County.

Elements of the Classification Plan

The classification plan consists of:

- Grouping positions into their respective classes, approximately equal in complexity and responsibility; same general qualifications; and equitably compensated within the same range of pay under similar working conditions.
- Class titles descriptive of the work of the class.
- Written specifications for each class of positions.
- An allocation list containing the position number, class, title, and grade of each position in the classified service and identifying the name of the incumbent in each position.

Class Titles

Class titles are to be used in all human resources, accounting, budget appropriation, and financial records.

No person will be appointed to or employed in a position in the classified service under a title not included in the classification plan.

Working titles may be used in the course of departmental routing to indicate authority, status in the organization, or administrative rank.

Methodology for Job Classification

Position analysis is the process of describing and analyzing the different types and levels of work and then grouping positions that have the same or similar functions. This analysis will be done for all County positions.

The County will use the whole-job comparison method for job classification. Pre-defined class specifications are established for a series of job classes, and a job is placed in the classification that best describes it. These specifications identify and describe the key characteristics of occupations, which are essential in distinguishing different levels of work. Jobs are allocated to classifications based on the internal worth of the job and value as compared to other county classifications.

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Positions will be grouped into occupational series based on the kind of work performed. Each position's duties and responsibilities will be evaluated to determine their level in the overall grouping of positions. This process evaluates positions based on classification factors in this policy. All positions will be designated as either exempt from or subject to overtime compensation.

Job Evaluation Factors and the Evaluation Process

Variety and Complexity of Work

The kinds of work performed, including the range of different duties and whether the duties call for similar or unrelated knowledge, skills and abilities (KSA).

Analytical Requirements

This factor involves the intricacy of work processes and the range of thinking and judgment required to make decisions. It includes consideration of the need for new approaches or deviations from standard work practices.

Decision-Making/Consequence of Error

Indicates level of recommendations or decisions made that affect programs, methods, policies or people. This factor considers the level of impact that actions and decisions made by an incumbent of the position have on work, delivery of service and the organization.

Nature of Supervision Given/Received

This factor looks at the nature of the supervisory responsibility required, the level of work supervised and the scope of operations that are supervised.

Nature and Purpose of Public Contacts

The type and range of interaction with others while accomplishing an objective.

Working Conditions

This includes the risks, hazards and discomforts in the workplace, as well as any additional demands in carrying out safety regulations and techniques.

Independent Judgment

This includes the accountability for decisions made, the latitude permitted in making decisions, independence of action and variety, type and frequency of decision-making.

Knowledge, Skills, and Abilities

The knowledge and skill necessary to achieve the desired results by an employee include the scope and depth of such knowledge and skills.

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Benchmark positions are identified and used in the job evaluation process to assist in the placement of new and redefined positions.

As needed, organizational charts are updated and copies maintained in position history files.

Position History Files

It is the responsibility of the Human Resources Department to maintain position history files for positions in Scotland County government. Included in a position history file are job analysis information and notes, all job descriptions developed, organizational charts and any other information necessary to understand the history of a position.

Unusual situations that come up in the process of classifying jobs will be documented and maintained in the position history file.

Request to Establish a New Position

Requests to establish a new position shall be accomplished in the following manner:

1. The Department Head must complete a job description using the form developed by Human Resources and send it to Human Resources. This request shall include the form developed by Human Resources, along with the documentation of authorization and funding, and an organizational chart.
2. Human Resources staff will review the request and determine the appropriate classification and level for the position using the job evaluation factors. Human Resources staff will discuss the proposed change with the Department Head, as needed.
3. If the new position is to be assigned to an existing classification, Human Resources will make a written decision on the request once all the necessary information is submitted. This decision will include whether the position is subject to overtime compensation or exempt from it.
4. If the position does not fit an existing classification, Human Resources may conduct a labor market survey or other appropriate analysis to match the job duties and responsibilities with a market rate for the job. Human Resources will discuss with the initiating department. Human Resources will prepare a class specification, including overtime exemption status, and assign it to an existing grade in the salary schedule.
5. Once this process has been completed, the County Manager will forward the request to establish and fund the new position to the Board of County Commissioners for their review and approval.

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Request to Review Existing Position

Requests to reclassify or reallocate existing positions shall be reviewed using the following procedure:

1. To initiate a change in the classification of an existing position, the Department Head will forward a request to the Human Resources Department requesting review of the position. This request shall include the current job description, the proposed new job description, a detailed statement of the reasons for the requested change using forms developed by the Human Resources Department, and a current organizational chart. If organizational changes are a part of the reason for the request, then the department shall also submit an organizational chart that illustrates the proposed change or changes.
2. Human Resources staff will review the request and will determine the appropriate classification and level for the position using the job evaluation factors. Human Resources staff will discuss the proposed change with the Department Head, as needed.
3. Human Resources will make a written decision on the request upon receipt of all the necessary information. This decision will include whether the position is subject to overtime compensation or exempt from it.

Request to Abolish an Existing Position

A Department Head wishing to abolish an existing position shall inform Human Resources in writing of the reason. Human Resources shall review the request and forward to the County Manager with recommendation.

Procedure for Conducting Organizational/Occupational Classification Studies

Human Resources is responsible for monitoring classification and compensation activity to determine when conditions require a classification study of an organizational unit or an occupational study. When such conditions occur, the Human Resources Director shall recommend to the County Manager that a countywide occupational study occur. Part of this recommendation shall be whether County Human Resources can conduct the study, or whether outside assistance will be needed.

When conditions require a position management review of an entire organizational unit or an occupational series, the following process will be followed:

1. The Department Head will contact Human Resources to discuss the reasons for requesting a position management review of the entire organizational unit. Such reviews typically occur either prior to or at the same time as significant reorganization.
2. The Human Resources Director will determine if there are sufficient in-house resources to conduct the study. If so, Human Resources and the Department Head will work out a

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schedule for the study. If not, the Human Resources Director shall recommend to the County Manager contracting an outside consultant.

3. Before the process starts, it is the responsibility of the Department Head to work with Human Resources and the Finance Director to secure funding for the results of this review.
4. Human Resources will present the results, including proposed allocations and potential cost to the Department Head. Once agreement is reached on allocations and costs, the results will be presented to the County Manager for approval.

Salary Surveys/Compensation

Scotland County uses as comparators for compensation purposes those counties in North Carolina most similar to it in population and services offered, as well as focusing on counties in the immediate geographical area.

Human Resources is responsible for conducting studies on identified comparators. These comparators include, but are not limited to Hoke, Richmond, Robeson, Moore, Bladen, Anson, Franklin, and Columbus. Scotland County also uses the annual UNC-Chapel Hill School of Government salary survey for compensation purposes.

As conditions dictate, Scotland County may engage qualified outside consultants to provide salary survey data and recommendations.

Database Tracking

Scotland County Human Resources Department uses the existing payroll software package to track both position changes and fiscal activity. Our payroll system provides reporting capabilities for position audits.

Reference

Replaces: Personal Policy dated, June 5, 2006
 Article II. Position Classification Plan

Substantially Equivalent

This policy was approved by the State Human Resource Commission and qualifies as substantially equivalent.