



POLICY NAME - Executive Management Initiated Classification Study Policy

POLICY DESCRIPTION

This policy describes the process by which Department / Agency Heads may submit executive management initiated classification study requests, and the criteria against which the Employee Services Agency – Human Resources (ESA-HR) evaluates such requests.

POLICY

All employees should be performing duties within the scope of their existing classification. In some rare instances, duties may have evolved beyond the scope of the current classification, or the job specification does not accurately described the duties and/or employment standards. In such rare circumstances, the duties outside the scope should be reassigned to other positions in the department for whom such duties are within the scope of their classification. If this is not feasible, then a Department / Agency Head may submit an executive initiated classification study request. Such requests, prepared on Department / Agency Letterhead, should include the following:

1. Type of study requested:
 - a. Job Specification Revision – a study to revise the definition, distinguishing characteristics, typical tasks, employment standards, knowledge and/or abilities. Depending on the scope, job specification revisions may be conducted administratively.
 - b. Classification Study – a classification study includes incumbents within the classification in question. Incumbents will be required to submit a Position Classification Questionnaire (PCQ). HR may conduct a desk review/desk audit of the incumbent(s) as part of the study.
 - c. New Classification – a study to create a new classification; such studies may or may not include incumbents.
 - d. Salary Review – a salary review consists of a review of similar classifications in the five surrounding counties (Alameda, Contra Costa, San Francisco, San Mateo, and Santa Cruz). Information from comparable hospitals or other jurisdictions may be used for some comparable classifications.
2. The reason for the study and how the issue or problem came about;
3. The desired outcome;
4. Estimated cost for desired outcome;

5. How the department will address the fiscal impact;
6. Data related to recruitment efforts and/or difficulties, if applicable;
7. Relevant organizational charts (including before and after);
8. Strike-through versions of job specifications, if applicable;
9. Copies of relevant classifications/salaries that HR may use for comparison, if applicable;
10. Names and contact information of incumbents and their supervisors, if any.

The request and all relevant attachments should be submitted to classification@esa.sccgov.org. Generally, ESA-HR will evaluate the classification study requests bi-weekly. The department will be notified of the disposition of the request(s).

Criteria

ESA-HR will evaluate submitted requests against the following criteria:

1. Is there significant difficulty in filling the position(s)?
2. Have candidates been offered positions and declined due to compensation?
3. Has the department assumed new responsibilities that are not covered by the current job specifications of classifications represented in the department?
4. Has the department explored all possible alternatives for reassigning duties outside the scope of the existing classification to other positions in the department for whom such duties are within the scope of their classification?
5. Is there a disparity between the compensation of the classification and similar classifications in the surrounding counties?
6. Has the department provided information on how budget impacts are to be mitigated, and does OBA agree with the mitigation recommendation?
7. Has the department provided compelling evidence to accept the study?

For guidance on classification principles, see the Classification Principles Policy.

WRITTEN AUTHORITY FOR POLICY

- ◆ Merit System Rule A25-4
- ◆ Merit System Rule A25-35
- ◆ Merit System Rule A25-36
- ◆ Merit System Rule A25-44
- ◆ Merit System Rule A25-45
- ◆ Merit System Rule A25-78
- ◆ Merit System Rule A25-96
- ◆ Merit System Rule A25-97

- ◆ Merit System Rule A25-98
- ◆ Merit System Rule A25-99
- ◆ Merit System Rule A25-100
- ◆ Merit System Rule A25-103
- ◆ Merit System Rule A25-104
- ◆ Human Resources Practices Manual