Policy Title: Classification Plan		
Number: 007	Effective Date: 11/17/2025	Revision Date: 10/06/2025

Purpose

This policy applies to all positions/jobs necessary to execute the business of Burke County government as determined by the Burke County Board of Commissioners and/or as prescribed by State or Federal legislation.

General Statement

Burke County maintains the "classification plan" (the "plan") to ensure fair and appropriate evaluation of all positions and jobs that are employed by the county and to ensure fair and competitive compensation to all employees.

Guidelines

Responsibilities.

1) *County manager.* The county manager is responsible to the board of commissioners for maintaining, and when needed updating, the plan so that it accurately reflects the duties performed by county employees in their respective jobs.

2) *Human resources director.* The Burke County Manager shall delegate to the human resources director the responsibility for overseeing and administering the job classification and compensation system for Burke County. The human resources director and his/her staff shall provide professional input and advice to county department heads upon receipt of requests to establish new positions and/or requests to reclassify existing positions. The human resources director shall provide advice and recommendations regarding job-classification actions to the county manager, who will make the final decisions regarding such actions. The human resources director shall ensure that trained professional staff are available to maintain the job classification and compensation system policies.

3) *Human resources department.* The staff of the human resources department shall provide initial review of requests to classify new positions and to reclassify or reallocate existing positions, and such staff shall also maintain all records, position-histories, organizational charts, and all other information that is necessary to administer this plan. As part of such responsibilities, such staff shall identify "benchmark positions" for use in the classification review of existing and new positions. Human resources staff shall also assist county departments to ensure that organizational charts are complete and current and shall document all classification requests and how such requests have been resolved. Organizational charts shall be reviewed and revised at least annually, or whenever a significant change is made to an organizational unit structure.

4) *Department heads.* Department heads shall work and cooperate with the human resources department to maintain the job classification and compensation system. Department heads shall also notify human resources whenever any of the essential job functions of an existing position have been or need to be changed or when a new position needs to be established. Department heads shall also ensure that departmental organizational charts and written job descriptions regarding jobs in their departments are

current and have been provided to the human resources department. For the purposes of this subsection, a department head is an employee who both (1) reports to the county manager or assistant county manager and (2) supervises at least one (1) employee.

5) *Equal employment opportunity.* The human resources department shall periodically review the essential job functions and written job descriptions of all existing positions to ensure that reasonable and appropriate measures have been taken to avoid unlawful employment discrimination and maximize equality of opportunity for applicants and employees.

The classification plan.

The classification plan consists of:

1) A grouping into their respective classes of positions which are approximately equal in complexity and responsibility, and which can be equitably compensated within the same range of pay under similar working conditions.
2) Class titles descriptive of the work of the class.
3) Written job descriptions for each position.
4) An allocation list containing the position number, class, title, and grade of each position and identifying the name of the incumbent in each position.
5) Specifications for Trainee and Work-Against programs or other special types of career development (See Recruiting, Selection and Advancement Policy, Types of Appointments). The Classification Plan envisions that a pre-approved, written plan or program will be established with clear guidelines as to how to administer these separate individual programs. These operational programs will be established by the County Manager and Human Resources Director in concert with the Department Head of the affected Department(s). The program specifications will define how to measure attainment of experience, knowledge, skills and abilities and how and when to administer any applicable pay or job title changes.
6) Career Ladder. Some job classifications have objective, measurable, specific criteria which separate them from jobs in the same job series, but do not necessarily take them into a higher pay grade or different classification. These advancements are made by natural progression, pay and job title will be adjusted upon completion of the requirement(s) as listed in the position description, trainee classification specifications or career ladder plan.

Class titles.

Class titles will be used in all records maintained by the human resources, finance, and budget appropriation departments. Changes in class titles must be approved by the county manager or his/her designee.

Informal working titles may be used in the course of intra-departmental or inter-departmental communications to indicate authority, status in the organization, or administrative rank of positions in question. "Position" and "job" are synonymous and will therefore be used interchangeably in this policy.

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, for the purpose of ensuring appropriate

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compensation of all jobs. Jobs are allocated to classifications based on the internal value of the job, value as compared to other county classifications, and external market conditions.

Positions will be grouped into job families and occupational series based on the kind of work performed. Then, each position's duties and responsibilities will be evaluated to determine its level in the overall grouping of positions. This process will evaluate positions based on classification factors in this policy. All positions will be designated as exempt from or subject to premium overtime compensation.

For each class of positions, reasonable and valid qualifications as to education, experience, specialized training, licenses, certifications and other job-related requirements are required.

The following classification factors will be considered in the course of classifying jobs for the purpose of determining compensation:

(1) Training and ability. Includes education and specialized training, licenses, certifications, and registrations.

(2) Experience. The time usually required for a person with the required training and ability to develop the necessary skills and abilities to perform the job.

(3) Level of work. Whether the position is entry level of the type of work performed, intermediate level, advanced/supervisory level, or a mastery/managerial level.

(4) Human relations. The responsibility of working with or through other people, and the extent, frequency, and purpose of the contacts.

(5) Physical demands. The job requirements which induce physical fatigue through exertion or strain.

(6) Working conditions and hazards. The extent of disagreeable or hazardous environmental or physical conditions or mental effort and/or stress and the frequency and duration of the undesirable conditions.

(7) Independence of actions. How much freedom or independence is allowed or required of this position.

(8) Impact of end results. The extent to which the job directly influences and affects actions impacting the end results, i.e. how much the decisions or actions of the employee impact the organization and what are the consequences.

(9) Supervision. The responsibility for oversight or supervision over other employees.

Administration of the plan.

1) Request to establish a new position.
   Requests to establish a new position of employment, which may be made only by the head of a department and must be submitted to the Human Resources Director and County Manager. The County Manager may then propose it to the Board of Commissioners for final review and approval. The County Manger or his/her designee may also make an initial request to establish a new position of employment.
2) Procedure for establishing a new position. The Department Head will submit a written justification of a new position, a complete written job description, a written request for the action, proposed funding stream, and a proposed organizational chart reflecting the requested changes. The Human Resources Director or his/her designee will review the request and determine if the position will fit within an established classification. If it does not, the human resources department will conduct a “labor market survey” or other appropriate analysis to match the job duties and responsibilities of the position with appropriate compensation based on prevailing “market rates” for the job. This procedure should be conducted prior to the County Manager or his/her designee making a request to the Board of

Commissioners, but may be completed following Board action provided it is before recruitment for the position begins.

3) Request to review an existing position.
Requests to reclassify or reallocate existing positions shall be made only by the head of a department and must be submitted to the County Manager or his/her designee for final review and approval. The County Manager or his/her designee may also make an initial request to reclassify or reallocate one or more existing positions.

4) Procedure for reviewing the classification of an existing position.
The Department Head will submit a justification for reclassification of an existing position, along with a current job description and a proposed complete written job description, written request for the action, funding stream if different, and a proposed organizational chart reflecting the requested changes. The Human Resources Director or his/her designee will review the request and determine the appropriate classification and level of the position using the allocation factors set out in the section "Methodology for job classification" above. If the position does not fit into an existing job classification, the human resources department will conduct a "labor market survey" or other appropriate analysis to match the job duties and responsibilities of the position with appropriate compensation based on prevailing "market rates" for the job.

5) Procedure for conducting organizational or occupational studies. When conditions require a position management review of an entire organizational unit or an occupational series, the following process will be followed:

   a. Procedure for conducting an organizational unit study. First, the departmental director 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.

      Next, the human resources director will submit the request to the County Manager or his/her designee, who will determine whether there are sufficient in-house resources to conduct the study and whether such a study should be performed. If approved by the County Manager or his/her designee, and at the direction of the County Manager or his/her designee, the human resources department and leadership from the department in question will work out a schedule for the study or an outside consultant will be engaged for this review.

      Before the process starts, it is the responsibility of department management to work with the finance director to secure funding for the results of this review, at the direction of the County Manager or his/her designee.

      Finally, once the study is completed, the County Manager or his/her designee will present the results, including proposed allocations and potential cost to the department head. The County Manager or his/her designee shall then have the discretion to determine whether any change shall be made to the organizational unit in light of the performed study.

   b. Procedure for conducting an occupational study. Human Resources, as part of its ongoing position management responsibility, is responsible for monitoring classification and compensation activity to determine when conditions require an occupational study. When such conditions occur, the human resources director shall recommend to the county manager that a county wide occupational study occur. Part of this recommendation shall be whether county human resources can conduct the study, or whether outside assistance will be needed.

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c. Upon approval of, and at the direction of the County Manager or his/her designee, Human Resources will coordinate all aspects of the study, including information gathering and analysis. At the completion of the study, human resources shall recommend to the county manager any new classifications or compensation policies from the study. The cost of implementing this study shall be included in this recommendation. The results of the study, including the costs of implementation, shall be presented to the County Manager or his/her designee for approval.

6) Position history files will be maintained by human resources staff. These files will include job analysis information, position descriptions, organizational charts and related documents. In instances of extraordinary classification issues or problems, relevant information as to the nature of the issue(s), decision(s) or change(s) made along with conclusions or resolutions will be documented in the position history file(s) for the affected classification.

7) Compensation surveys/compensation. Burke County uses as comparators for compensation purposes those organizations that it believes are most similar to it in terms of population, commerce and services offered. These resources are also used in cross reference to the classification plans of those entities and of Burke County to ensure their relevance to market conditions.

8) Database tracking.
The human resources department uses Munis System, position control function for purposes of review, analysis, and documentation of appropriate compensation of all employed positions. Further, the Munis system is used to track position classification actions and utilizations. Nothing herein shall be construed as creating a property right in employment as a result of any data contained in said system.

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