

Chapter 2

Classification and Job Evaluation

Section 1 Policy Statement: It is the policy of Marathon County to maintain a classification and compensation plan that will provide equitable and adequate compensation so as to allow for the recruitment and retention of a high quality work force.

Section 2 Definitions:

- A. Allocated Position: means any job position created by Marathon County and on Marathon County payroll.
- B. County Administration: Means the county administrator, or his or her designee, including members of Marathon County Department of Administration or any other county staff person whose department is supervised by the administrator.

Section 3 Position Allocation: The Employee Resources Department shall assist the Human Resources, Finance and Property Committee in the performance of its duties herein by providing staff support and investigation/research for the Human Resources, Finance and Property Committee as to position requests under consideration by said Committee.

- A. Filling Positions: County Administration shall review and decide all requests from all county departments to fill, either on a permanent or temporary basis, any approved and allocated County personnel positions. The decision(s) of County Administration not to fill allocated positions may be appealed to the Human Resources, Finance and Property Committee. The decisions of the Human Resources, Finance and Property Committee shall be final.

County Administration may review and issue advisory opinions to all independent or semi-independent Boards or Commissions receiving financial support from the County as to any and all vacant allocated positions seeking to be filled.

- B. County Administration Authority: The authority of County Administration shall not only be to review vacant positions, but also to work to identify positions that are currently filled and can be reclassified, eliminated, combined or reduced. This process will include creating a strategy for reassigning employees to different positions in order to meet identified operational and financial goals. The transition to a more efficient workforce is to be managed consistent with our core values and commitment to continuous improvement.
- C. New Classifications: The Employee Resources Director shall establish new classifications when appropriate.
- D. Abolition of Classifications: When it is determined that a classification or classifications are no longer appropriate, the Employee Resources Director shall abolish them.

E. New/Expanded Position Requests for all allocated positions created by Marathon County and on Marathon County payroll:

- Step 1 Any Department Head requesting the creation of a new position or expanding an existing part-time allocated position shall review the request with the County Administrator. The County Administrator shall make an initial determination whether to forward the request for further consideration. The County Administrator shall not forward the request unless he or she supports the request. The County Administration should appear with the Department Head and be prepared to defend the decision to support the request.
- Step 2 Department heads, managers, and/or supervisors must complete the “New/Expanded Position Request” form and if requested a Position Description Questionnaire (PDQ) or an updated PDQ. The completed forms need to be submitted to the Employee Resources Department by May 31st for new/expanded position(s) taking effect the next budget year (see Appendix B of this Chapter).
- Step 3 The Department Head will present the request to the appropriate Standing Committee for its approval.
- Step 4 The Employee Resources Department will review, analyze, make recommendation and prepare a fiscal impact statement prior to submitting to Human Resources, Finance and Property Committee.
- Step 5 Upon approval of a new or expanded position request from the appropriate standing committee, the Department Head shall present the request to the Human Resources, Finance and Property Committee. The Human Resources, Finance and Property Committee shall form a recommendation regarding the position(s) request and forward pursuant to the procedure set forth below.
- Step 6 The County Administrator shall group requests effective prior to the next budget year for consideration by the Human Resources, Finance and Property Committee in March and August, unless the position is funded in its entirety by grant funds.

Revised 4/22/2020

Step 7 County Board procedure:

- a) If the new/expanded position(s) is to take effect **prior** to the next budget year, the Human Resources, Finance and Property Committee will place the position(s) request on the next County Board agenda. The County Board will make the final decision regarding creating/expanding the position(s). In most cases, an amendment to the budget will be required.
- b) If the new/expanded position(s) is to take effect in the next budget year, the County Board will make the final decision regarding creating/expanding the position(s) at its regular budget meeting.

F. Review of Position Classification

1. A request for a reclassification of a current position may be initiated by the employee or his/her department head between April 1 and April 30 of any year. See Appendix A for the “classification review request” form. The form is also available on the Internet, Marathon County, under Departments, Employee Resources, Forms page or from the Employee Resources Department. The immediate supervisor and/or department head must complete and sign the “review” page. The Employee Resources Department accepts completed form during the month of April (April 1st through April 30).
2. A request for reclassification must be supported with documentation of substantial changes in job duties/responsibilities since the last review. Changes in duties/responsibilities may result from departmental reorganization or from a gradual change occurring over an extended period of time.

Reclassifications shall not be considered for temporary changes (see Chapter 5, Section 17, Temporary Appointments).
3. The Employee Resources Department evaluates the position through study of new and former position questionnaires, class specifications, related positions, market surveys, etc. Interviews may also be conducted with the employee, department head, and other appropriate persons. An outside consultant may also conduct position evaluations for positions.
4. The Employee Resources Department submits a written report and recommendation concerning the requested change to the Human Resources, Finance and Property Committee.

Revised 8/31/18

5. Approved changes will become effective on January 1 of the upcoming year.

G. Vacant Position Control: Positions which are vacant for a period of fifteen (15) months are deleted from the allocation list unless an extension is granted by County Administration. Extensions of up to twelve (12) months can be granted by County Administration in response to requests from department heads which involve special circumstances

APPENDIX A
Classification Review Request - Updated 3/25/15

Employee Resources Department accepts request for classification review during the month of April – April 1st through April 30th.

Your Name: _____
Your Supervisor's Name: _____
Your Division: _____
Your Department: _____
Your Current Classification: _____

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ)
When updating the prior PDQ, make all changes in red on the original PDQ before submitting it to the Employee Resources Department.

Requested Classification: _____

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

Use additional sheets if necessary

_____	_____
Employee Signature / Typed Name	Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30th**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Immediate Supervisor Signature / Typed Name

Date

Immediate Supervisor: Complete this section and forward this form to your Department Head. Please note that all review request must be forwarded to Employee Resources Department no later than **April 30th**.

Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Department Head Signature / Typed Name

Date

Department Head: Complete this section and forward this form to the Employee Resources Department no later than **April 30th**.

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: _____ Date: _____

Position Requested: _____ FT PT FTE _____%
(If unsure of classification, indicate "To be determined") Number of Positions: _____

Division Position Will Be Assigned To: _____
(Indicate NA if not applicable)

Projected Start Date of Position: _____ Priority Number of This Position: _____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

- A. Is this position request compatible with the County's mission statement?
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan?
- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.
- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?
- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?
- F. What will be the effect if the proposed position is not created?
- G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.
- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?
- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

IV. POSITION COSTS AND FUNDING SOURCES

A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

B. Explain specifically how position will be funded.

Amount of County tax levy: _____ % of total costs: _____

Amount of any outside funding: _____ % of total costs: _____

Source of outside funding: _____

Length of outside funding: _____

Likelihood of funding renewal: _____

Would this outside funding be used to offset the levy if not used for this position? _____

C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date