Policy 3122 Job Evaluation and Classification

Version: 3.0
Effective Date: MM/DD/YYYY
Board or Administrative: Board

Policy Statement

~~The County~~It is the policy to Dakota County to ensure~~s~~ that appropriate relationships between classifications and jobs are established and maintained over time consistent with ~~requirements of the local government Pay Equity Act~~applicable law. ~~Job Evaluation and Classification Policy and Procedures are applicable to all County positions except when in specific conflict with state or federal law.~~ Except as otherwise provided by law, this policy applies to all County positions.

Definitions

- "The County" refers to the officers, employees, agencies, and facilities of Dakota County government.
- "The County Board" refers to the Dakota County Board of Commissioners.
- ~~Job Description Review:~~"Job Description Review" refers to the ~~-~~p~~P~~rocess used to update knowledge/skills/abilities and job duties to develop accurate position descriptions ~~to use for~~ for use in benchmarking and developing performance objectives
- "Decision Band Method (DBM) refers to the~~: Evaluation~~ evaluation tool that is used to assess internal relationships between jobs in compliance with Minnesota Local Government Pay Equity Act.
- "Reorganization Reviews"~~:~~ ~~-~~refers to ~~Reviews~~ reviews of organizational structural changes within a department.
- "New Position Reviews" refers to reviews of new jobs created within the County.
- "Position Descriptions" refers to~~:~~ ~~The~~ the County's written description of minimum qualifications, duties, responsibilities, most important contributions and outcomes required for each position in Dakota County.

Source

Dakota County Personnel Act, Minnesota Statutes §§ 383D.05, et seq.

Minnesota Local Government Pay Equity Act, Minn. Stat. §§ 471.991-.999

Federal Fair Labor Standards Act, 29 U.S.C. § 201, et seq.

General

The Employee Relations ~~department~~ Department is responsible for the administration of the P~~p~~osition D~~d~~escription review process. All jobs are reviewed ~~on a regular basis~~periodically through a vertical and lateral organization classification assessment and assigned a salary grade. The Employee Relations Department provides direction in the creation of ~~position~~ Position ~~descriptions~~ Descriptions for each new County position. ~~-~~Each ~~position~~ Position ~~description~~ Description includes: position title, department, supervisor title, location, salary range, general statement of position objectives, specific statement of duties and responsibilities, and specific statement of the minimum and desirable qualifications required to perform assigned duties and responsibilities.

Job Description Reviews

Job description Description reviews Reviews will beare completed on a regular cycleperiodically and based on necessity and market considerations. The purpose of the job Job description Description review Review process is to capture any changes or updates in the position since last reviewed to use as benchmarks for external comparisons for market analysis. This process also provides for internal organizational alignment. The uUpdated job descriptionsPosition Descriptions ensure that minimum requirements are current when recruiting new employees.

The County uses the Decision BandTM MethodDBM to evaluate the level of jobs within the organization. The basic premise is that the placement of the job in the organizational hierarchy is determined by its level of responsibility. Responsibility is measured by the decision-making requirements of the job. This method eliminates gender-based wage disparities.

Job Description Reviews, Reorganization Reviews and New Position Reviews are submitted to the Employee Relations Department, studied by a job analyst, and approved by the Employee Relations Director.

All current position descriptions are posted on the Dakota County Works website. Employee Relations, along with managers/supervisors, will revise the positions Positions descriptions Descriptions as necessary to describe the duties and responsibilities for which employees will be held accountable and upon which performance objectives will be developed.

Reorganization Review Process

Reorganization Reviews ensure appropriate classifications are maintained when a structural or work process change is planned. Reorganization Reviews are initiated by an operating department and must

be approved by at least two levels of management, one of which must be the Division Director or similar responsible authority.

A Reorganization Review request must include:

- The current status of the functional areas impacted, including which positions are impacted, position control number(s), unit number(s) and responsibilities associated with each position outlined on an updated job description;
- Identification of organizational need and what is not being met by the current configuration;
- Identification of alternative options that were examined/considered and the advantages and disadvantages of each;
- A recommended course of action including the organizational impact of the change, the fiscal impact of the change, an organization chart of the changes and/or what work process change will occur.

Employee Relations reviews the request and makes a recommendation to the County Manager for approval of the change. Classification and salary grade changes that result from Reorganization Reviews or New Position Reviews are effective on the date of final approval. In no instance will the effective date precede the payroll period in which the request was approved.

Classification of New Positions

Requests to establish the classification of newly created positions which have County Board authorization are processed expeditiously so that posting and selection activities are not delayed. An interim classification can normally be established within one week of receipt of a completed job description review form for a new position. Interim classification determinations are tentative and subject to further review.

Job Evaluation Appeal Process

A responsible managerial authority Department or Division Director may appeal a job evaluation determination approved by the Employee Relations Director to the County Manager within ten working days of the notification of the study results. Only one appeal opportunity will be provided per job evaluation determination. An appeal must be based on at least one of the following factors:

1. Critical information was missed in the original study and/or information presented in the original study needs to be clarified.
2. Policy or process error is alleged to have occurred during the original study.

Recommendations and Approvals

Requests for Reorganization Reviews and New Position Reviews are submitted to the Employee Relations Department, studied by a job analyst, and approved by the Employee Relations Director and County Manager.

Effective Date of Classification Determinations

Classification and salary grade changes that result from Reorganization Reviews or New Position Reviews are effective on the date of final approval. In no instance will the effective date precede the date the request was received by the Employee Relations Department.

Procedures

Procedures will be maintained by Employee Relations

History

Version	Revision Date
1.0	
2.0	10/20/2015
3.0	DD/MM/YYYY

Related Policies

- None

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Approval

Resolution No. and Date