



Policy 3122 Job Evaluation and Classification

Version: 3.0
Effective Date: 2/28/2023
Board or Administrative: Board

Policy Statement

It is the policy of Dakota County to ensure that appropriate relationships between classifications and jobs are established and maintained over time consistent with applicable 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.
- Classification: a job or grouping of jobs that perform similar work, have similar job titles, and exist within the same salary grade. The job titles within a classification share the same primary job name but may vary slightly to emphasize unique areas of focus or responsibility.
- Salary Grade: the salary range, including minimum and maximum, to which a specific job or classification is assigned based on a job duties and internal relationships to other jobs within the County. Sometimes also referred to a “pay grade”.
- ~~“Job Description Review:”~~ refers to the process used to update knowledge/skills/abilities and job duties to develop accurate position descriptions for use in benchmarking and developing performance objectives
- ~~“Decision Band Method” (DBM):~~ refers to the 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 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 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 Human Resources Department is responsible for the administration of the Position Description review process. All jobs are reviewed periodically through a vertical and lateral organization classification assessment and assigned a salary grade. The Human Resources Department provides direction in the creation of Position Descriptions for each new County position. Each Position Description includes position title, department, supervisor title, location, ~~Salary range, general~~Grade, 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 Reviews are completed on a scheduled basis, generally no less than once every four years, and as needed based on necessity and market considerations. The purpose of the Job Description Review 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. Updated Position Descriptions ensure that minimum requirements are current when recruiting new employees.

The County uses the DBM 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 is intended to eliminate gender-based wage disparities

All current position descriptions are posted on Dakota County Works. Human Resources, along with managers/supervisors, will revise the Positions 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 following:

- 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 needs and what is not being met by the current configuration.

- Identification of alternative options that were examined ~~or considered~~ or 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.

Human Resources reviews the request and makes a recommendation to the County Manager for approval of the change.

Classifying ~~ing~~ New Positions

Classifying new positions involves assigning a job title, salary grade and position control number to the new position: and confirming the new position's appropriate placement within the current organizational structure.

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 Department or Division Director may appeal a job evaluation determination approved by the Human Resources 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 Job Description, Reorganization Reviews and New Position Reviews are submitted to the Human Resources Department, studied by a job analyst, and approved by the Human Resources 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 Human Resources Department.

Procedures

Procedures will be maintained by Human Resources

History

Version	Revision Date
1.0	
2.0	10/20/2015
3.0	2/28/2023
4.0	12/31/2024

Related Policies

- None

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Approval

Resolution No. 23-081; February 28, 2023