

JOB CLASSIFICATION AND COMPENSATION MAINTENANCE PLAN

County of Vigo, Indiana *An Equal Opportunity Employer*

This job classification and compensation maintenance plan was adopted by the Vigo County Council is in effect on and after January 1, 2016. It was developed to ensure that the new Vigo County job classification system is kept up-to-date and useful through time.

Maintaining the job classification system for PAT, COMOT, LTC, Civilian POLE, Merit POLE, EXE, and SO jobs involves establishing a series of procedures. The following guidelines provide for an on-going review of job classifications and compensation schedules upon request of elected officials, department heads, and employees. Provisions for adding or deleting positions to the system are also specified.

Vigo County Council Personnel Committee

The Vigo County Council Personnel Committee is responsible for overseeing maintenance of the job classification and pay plan. The Personnel Committee is a sub-committee of County Council. The Committee shall consist of three (3) Council members appointed annually by the County Council. The County Auditor, County Human Resources Director, and County Council Administrator shall serve ex-officio non-voting members. This Committee serves in an advisory capacity to the County Council and is responsible for overseeing job review procedures and making job reclassification and pay policy recommendations to the County Council.

All requests shall be presented to the full Council after the Committee has completed its review and formed its recommendation. The County Auditor shall prepare notices of the Job Classification/Compensation Committee meetings; maintain Committee meeting minutes, a record of votes, and recommendations. The County Human Resources Director shall serve as Committee Coordinator.

Human Resources Director Committee Duties

The County job descriptions shall be maintained by the Human Resources Director. The Human Resources Director shall be responsible for the distribution of job questionnaires to elected officials/department heads to create new positions that are not classified in the system and to provide job information to human resources consultants for preparation of new job descriptions. The Human Resources Director shall maintain job classification review forms and requests for reclassification; assist elected officials/department heads with completion of forms; and provide copies of review forms and reclassification requests to the Council Administrator.

Council Administrator Committee Duties

The Council Administrator shall prepare Personnel Committee meeting packets; distribute packets to Council and Committee members; and maintain the job classification and compensation database.

Job Descriptions

The Vigo County Council adopted official job descriptions for all County positions. As new jobs are added, and as reorganizations occur and jobs change, job descriptions shall be prepared or updated, evaluated, and inserted into the appropriate classification level.

Job Classification Based On Position Descriptions

The basis for the classification system is the job description. It is a written statement for each job and contains the following information:

Title of position (These titles shall be used in the official salary ordinance approved by the County Council.)

Department in which the position exists

Job Category (PAT, COMOT, LTC, Civilian POLE, Merit POLE, EXE, or SO)

Date Written:/Date Revised: (documents a record of the job)

FLSA Status: (documents exempt/non-exempt status for overtime)

Statement of Duties: (specifies key dimensions of the job)

Jobs in any one category cannot be compared to jobs in another category. For example, COMOT jobs cannot be compared to PAT jobs. The factor evaluation system only compares a position to jobs within the same job category.

All positions within a job category were classified by assigning numbers (points) to the job description. These points are called “factor evaluation points” and were assigned to each job description.

After factor points were assigned to each position, “classes” of jobs were grouped within each job category. Classifications were compared to salaries and wages to assure there is pay equity among all positions. Factor guide charts were used by the factor team in arriving at the total factor evaluation points.

Job Review/New Position Requests

There are two occasions when a job description should be reviewed:

1. When a position becomes vacant. The elected official/department head should review the job description for possible changes before either hiring a new person, or, alternatively, eliminating the position.
2. When a reorganization of an office occurs and there is “significant” shifting of duties among positions; or when “substantial” new duties are added/deleted to an existing job.

Elected officials and department heads will be provided information on making job reviews and new position requests for Committee review. Such requests can only be made prior to budget hearings or after the first of each calendar year when the Salary Ordinance is in force.

Reclassification requests for existing positions shall not be reviewed more than once in a twelve month period.

Reclassification of a position may not be filed within the first twelve months of a new employee’s tenure as a County employee. New positions and/or new employees’ requests that are disapproved shall not be reconsidered by the Committee for a period of twelve months from the date of original submission.

New positions and/or new employee requests that are approved shall not be considered for reclassification for a period of twelve months from the date of the original submission.

Job titles are not to be changed except as provided in the following procedures.

Procedures for Reclassification of a Position or Reorganization of an Office

The following reclassification/reorganization of office review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make reclassification/office reorganization requests:

- STEP 1: Secure “Job Classification Review Form” and a copy of the official job description adopted by the County Council for the position(s) being reviewed from the Vigo County Human Resources Director.
- STEP 2: Complete and return “Job Classification Review Form,” including any supportive documentation to the County Human Resources Director. Proposed revisions to the job description should be indicated on the description and be included as part of supportive documentation.

- STEP 3: The “Job Classification Review Form,” and supportive documentation will be submitted to the County Personnel Committee by the County Human Resources Director. The Personnel Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council’s professional human resources consultants for their review and recommendation.
- STEP 4: If requested by the Committee, the Council’s professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council’s professional human resources consultants and submitted to the Human Resources Director for distribution to the Committee and the department head or elected official.
- STEP 6: The County Personnel Committee shall review and evaluate the reclassification/office reorganization request, supporting documentation, and Assessment Report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Procedures for Adding a New Position and/or New Employee

The following new position and/or new employee review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make new position/new employee requests:

- STEP 1: Secure “New Position/Employee Request Questionnaire” form from the County Human Resources Director.
- STEP 2: Complete and return questionnaire, including supporting documentation to the County Human Resources Director. The department head or elected official shall submit a draft job description as part of the supporting documentation.
- STEP 3: The Personnel Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council’s professional human resources consultants for their review and recommendation.

- STEP 4: If requested by the Committee, the Council's professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council's professional human resources consultants and submitted to the Human Resources Director for distribution to the Committee and the department head or elected official.
- STEP 6: The Committee shall review and evaluate the new position/employee request, supporting documentation, and assessment report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Proposals for Reorganization of a Department

Proposals for reorganization of a department/office must be filed with the County Personnel Committee and processed according to these procedures. Offices or departments submitting such requests to the Committee will be subject to an organizational assessment of office or department operations.

This may involve considering alternative methods for accomplishing the proposed job functions (reorganization, part-time, independent contracting, adjustment of work hours/shifts, equipment, new technologies, etc.).

Recruitment and Hiring

When a job is vacant and the hiring process begins, the following steps should be taken:

- STEP 1: The job description is reviewed and changes made, pursuant to the Steps above.
- STEP 2: Consistent with the job description, the elected official/department head determines the minimum qualifications for the position, as well as any preferred qualifications. These are included on the job description, which will be used in posting.
- STEP 3: The job description and salary is distributed through normal County recruitment channels used by the elected official/department head, consistent with EEO guidelines, until the position is filled.