

17.055. - Reallocation of existing nonrepresented classifications, with the exception of elected officials and constitutional officers.

Whenever labor market conditions or other factors indicate that compensation for existing classifications is not sufficient to recruit and retain qualified employees a department head or appointing authority may request the director of human resources to review the compensation provided for the classification:

- (1) The director of human resources shall review the request and inform the requestor of his/her findings. All recommendations of the director to reallocate a nonrepresented classification shall be included in a report distributed to all county board supervisors. In the event the requestor does not concur with the director's recommendation it may be appealed to the committee on personnel within thirty (30) days of receipt of such notice. The decision of the county board on the committee recommendation, subject to review by the county executive, shall be final. In the event the county board approves an adjustment in the level of compensation for a classification the action shall be implemented the first day of the pay period following that in which the resolution adopted by the county board is approved by the county executive.
- (2) After adoption of the annual budget no departmental appropriation shall be increased because of a reallocation review unless a fund transfer is approved by the county board, subject to county executive review. The director of human resources shall have the responsibility and the authority to reallocate any position(s) to an existing or new pay range providing that the department of administration has certified that sufficient funds are available within the existing appropriation of the department within which the classification(s) is being reallocated. On a monthly basis, the department of administration shall be provided with a copy of the reallocation request and a report from the department of human resources which includes the existing and new hourly salary rate for each reallocated position.
- (3) Upon implementation of a reallocation which increases compensation incumbents of the classification shall have their rate of pay adjusted to the same step of the new pay range as they were receiving in the old pay range. In the event a classification is reallocated to a lower pay range, the incumbents of the classification shall have their salary adjusted to that step of the new pay range which is closest to the rate of pay received in the old pay range providing an increase does not result. Implementation of a reallocation shall not alter an employee's anniversary date for potential receipt of an increment.
- (4) Monthly while a reallocation is pending, the director of human resources shall provide a report to the committee on personnel which lists all classification reallocations which the director intends to approve, along with the fiscal note for each. This report shall be distributed to all county supervisors and placed on the committee agenda for informational purposes. If a county supervisor objects to the decision of the director within seven (7) working days of receiving this report the reallocation shall be held in abeyance until resolved by the county board, upon recommendation of the committee, and subsequent county executive action. If no county supervisor objects, the reallocation shall be implemented the first day of the first pay period following the meeting of the committee. In the event the county board takes no action on a reallocation, after receipt of a recommendation from the committee, the reallocation shall be implemented the first day of the first pay period following action by the county executive or, in the event of a veto, final county board action.