

17.05. - Determination of appropriate classification of position.

The following procedure shall be utilized to ensure that all county positions are appropriately classified based upon the duties assigned to and performed by the incumbents of the position:

- (1) *Creation of additional positions.* Each department is limited to the total number of positions or staffing authorized in the adopted annual budget unless an increase or decrease in the number of authorized positions or staffing is approved by the county board, subject to the review of the county executive, during the year. After adoption of the annual budget, the number of authorized positions or staffing may be increased or decreased in accordance with the following procedure:
 - (a) A request to increase or decrease the number of authorized positions within a department shall be forwarded to the county board chairperson by the appropriate department head with copies provided to the director of human resources and director of the department of administration. Such request shall include information with respect to the reason for the change as well as the qualifications, duties, title and compensation expected for any additional positions. All information shall be provided in the format designated by the director of human resources and director of the department of administration and included in the administrative manual.
 - (b) The director of the department of administrative services shall review each request with respect to need and appropriateness and file a report with the committee on finance and audit. The committee on finance and audit shall report its recommendation to the county board.
 - (c) The director of human resources shall review all requests for new positions or additional staffing to determine the appropriate classification and pay and file a report with the committee on personnel. The committee on personnel shall report its recommendation with respect to classification and pay to the county board.
- (2) *Reclassification of existing positions.* A department head, appointing authority or bargaining unit representative authorized by contract may ensure that an existing position is appropriately classified by:
 - (a) Submitting a reclassification request with respect to an existing position to the director of human resources. All requests, except those submitted by a bargaining representative authorized by contract, shall include an updated position description, detailed information regarding the duties assigned to the position, a summary of the change in duties and other pertinent information in a format designated by the director of human resources. In the event a reclassification request is submitted by an authorized bargaining unit, the head of the department where the position is authorized shall provide the director of human resources with the above noted documents in a timely manner.
 - (b) The director of human resources shall review the duties assigned to the position as well as any other information provided and submit a recommendation to the requestor.
 - (1) In the event the requestor concurs with the recommendations of the director of human resources to reclassify a position, the recommendation shall be included on a report distributed to all county board supervisors.
 - (2) In the event the requestor does not concur with the recommendation of the director of human resources both parties may request or provide such additional information as may clarify the appropriate classification for the position. After reviewing the additional information, if both parties concur that a reclassification is appropriate the recommendation of the director shall be included in a report distributed to all county board supervisors.
 - (3) In the event the requestor and the director of human resources cannot agree on the appropriate classification for an existing position either party may appeal to the committee on personnel within thirty (30) days of receiving notice of the director final

recommendation. Both parties shall submit a written summary of the rationale for their opinion to the committee on personnel as well as any other information deemed appropriate. The decision of the county board on the committee recommendation subject to review by the county executive shall be final and if a change in classification is approved it shall be implemented the first day of the pay period following that in which a resolution adopted by the county board has been approved by the county executive and in compliance with collective bargaining agreements.

- (c) All reclassification studies shall also be subject to the following:
- (1) The director of human resources shall have the authority to administratively add or delete title codes and classifications from the listing of authorized classifications.
 - (2) The director of human resources shall have the authority to initiate a review of the classification of any authorized position if he/she feels such a review is appropriate.
 - (3) After adoption of the annual budget no departmental appropriation shall be increased because of the findings of a reclassification 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 reclassify any position to an existing or new classification providing that the department of administration has certified that sufficient funds are available within the then existing appropriation of the department within which the position is being reclassified. In the event sufficient funds are not available to cover the cost of reclassifying an existing position, it shall be the department head's responsibility to submit a request for fund transfer. In the event the fund transfer is not approved, the department head shall restructure the duties of the position to ensure that the existing classification is appropriate. On a monthly basis, the department of administration shall be provided with a copy of the reclassification request and a report from the department of human resources which includes the existing and new hourly salary rate for each reclassified position.
 - (4) An employee who holds a position which is reclassified to a higher pay range shall receive an increase to the next rate in the new pay range which is higher than the rate of pay received in the old pay range or as otherwise approved by the committee on personnel subject to county board and county executive action.
 - (5) A vacant position reclassified to a classification in a lower pay range shall be implemented the first day of the first pay period following the meeting of the committee on personnel in the event no action was taken on the specific recommendation contained in the informational report submitted to committee by the director of human resources. When a filled position is reclassified to a classification in a lower pay range, the incumbent shall be placed on the layoff/recall list for an indefinite time period, without bumping rights, for the higher classification or a comparable classification if the classification is unique and the reclassification shall not be implemented until the position becomes vacant or the incumbent is relocated. In the event the incumbent refuses an offer to be relocated, the position shall be reclassified to the classification in the lower pay range the first day of the first pay period following his/her refusal to be relocated.
 - (6) The effective date of a reclassification shall determine the date upon which an employee who occupied the position shall become eligible to receive salary increments until the maximum rate of pay for the range is achieved.
 - (7) Monthly while a reclassification is pending, the director of human resources shall provide a report to the committee on personnel which lists all position reclassifications which the director intends to approve, along with a 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 reclassification 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 reclassification shall be implemented the first day of the first pay period following the meeting of the committee and in compliance with collective bargaining agreements. In the event the county board takes no action on a reclassification, after receipt of a recommendation from the committee, the reclassification 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 and in compliance with collective bargaining agreements.

- (8) The procedures provided in this section shall not be used to provide a higher pay range for an employee whose position is in the unclassified service pursuant to s. 63.03(2)(t), (2)(y), and (3)(a), Wis. Stats. Because most of these non-classified positions are single-incumbent classifications within departmental management groups, a reclassification of such an employee to a classification with a higher pay range is, in effect, a reallocation. As a matter of county policy, the movement of an employee who is unclassified pursuant to s. 63.03(2)(t), (2)(y), and (3)(a), Wis. Stats., must be processed as a reallocation pursuant to section 17.055.