

Category: 300

Number: 332

Subject: **POSITION CLASSIFICATION**

1. **PURPOSE:** It is the purpose of this policy to establish guidelines and regulations regarding position classification and ensure competitive and fair compensation within the County consistent with relevant market data in order to improve the quality of personnel administration in Saginaw County.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.
  - 4.1 **Departmental Responsibility.** It is the responsibility of Elected Officials and Department Heads to be familiar with the departmental staffing complement as approved by the Board of Commissioners and set forth in the Position Control Number (PCN) Roster and to maintain a current job description for each authorized position. The differentiation of duties between positions must be maintained in order that employees are paid for the work described in their job description. The temptation to add duties to more capable employees and the tendency of capable employees to assume more responsibility often results in pay inequities and must be avoided. This is especially true in the case of classifications with multiple levels where only slight differences exist in the job description.
5. **DEFINITIONS:** NONE
6. **POLICY:**
  - 6.1 **Classification Plan.** The classification plan consists of three (3) separate categories: (1) Technical, (2) Professional, and (3) Managerial; and is the grouping of like positions into appropriate classes which are sufficiently similar with respect to duties and responsibilities. Each position or class of positions in the classification plan will be designated by an appropriate title and defined by a job description.
  - 6.2 **Job Description.** Job descriptions are written descriptions of each position or class of positions included in the classification plan. Descriptions shall include a position or class title, a general definition of work, and qualification requirements to include essential functions, education and experience, physical requirements and any special requirements.

- 6.3 Maintenance. The Personnel Division shall review every five years the entire classification plan or any part thereof. A Department Head may request the Personnel Department review a specific position within his/her department. The purpose of such review shall be to determine whether or not the plan accurately reflects existing market conditions, to determine the accuracy of position or class of position descriptions and to assure that positions are properly classified. The Personnel Division, upon review of the request and relevant information, shall recommend appropriate action to the Department Head or Controller/CAO.
- 6.4 Staffing Complement and Position Allocation. The initial allocation of positions within the budget and decisions as to the appropriate level of staff in the Department's personnel complement must be approved by the Board of Commissioners, and will be set forth in the PCN Roster.
- 6.5 Job Analysis. The Personnel Department will assign rates of pay to job classifications in accordance with the Board of Commissioners approved Job Classification and Total Compensation Study performed by Springsted Inc./Baker Tilly Municipal Advisors, utilizing the Systematic Analysis and Factor Evaluation (SAFE) rating system. The SAFE rating system evaluates position based on nine factors: 1) Training and Ability; 2) Level of Work; 3) Physical Demands; 4) Independence of Actions; 5) Supervision Exercised; 6) Experience Required; 7) Human Relations Skills; 8) Working Conditions/Hazards; and 9) Impact on End Results. Phase I of the Study was approved by the Board of Commissioners on December 18, 2018.

7. ADMINISTRATIVE PROCEDURES:

- 7.1 Classification Procedures. The following procedures apply whenever a new position has been authorized by the Board of Commissioners or a current position is considered for reclassification.
  - 7.1.1 A Position Analysis Questionnaire (PAQ) must be completed utilizing Springsted/Baker Tilly Municipal Advisors' designated form. The completed form shall be submitted to Personnel. Personnel will review the form and apply the SAFE scoring methodology to the PAQ. Once completed, the Controller's Office will inform the Department Head of the new classification and associated salary grade, will finalize the job descriptions, and make any necessary changes to the Position Control Number listing.
  - 7.1.2 If any disputes arise as to the application of the SAFE scoring methodology, Springsted/Baker Tilly Municipal Consultants will be requested to review the placement determination for consistency with their system.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: April 23, 2002

AMENDED: February 24, 2004; March 24, 2009 (7.1.3, 7.1.4); April 16, 2019