

MENDOCINO COUNTY POLICY #38	POSITION ALLOCATION TABLE MAINTENANCE - ADDING A POSITION, RECLASSIFICATION, OR NEW CLASSIFICATION
ADOPTED: December 18, 2001	ADOPTED BY: Minute Order

Purpose

Allow Department Heads, Human Resources, and the County Administrative Office to align organizational structures and change position classifications to meet departmental goals and effectively carry out the work of the County.

Policy

The Board of Supervisors wishes to approve, without Board Committee review, the addition, subtraction or change of positions and to otherwise change organization structures when no budget augmentation is necessary during or subsequent to the year of implementation. Any increase in the amount of financing required as result of the personnel transaction, either directly or indirectly, will necessitate that the item be submitted for review by the appropriate Board committee. Therefore, the Board authorizes Department Heads, in congress with the County Administrative Office and the Human Resources Department, to make such recommendations directly to the entire Board by placing these recommendations on the Board's agenda.

Procedural Steps:

- A. Department Head submits a request for a new position, reclassification, or request for reorganization review on the appropriate form to Human Resources for review, analysis, and recommendation.
- B. Human Resources reviews its recommendation with the Department Head and forwards recommendation along with the staffing request to the County Administrative Office for recommendation/approval.
- C. When a department budget augmentation is necessary during or subsequent to the year of implementation to fund the recommended change to the position allocation table, the matter will be referred to the appropriate Board Committee, and subsequently placed on the Board of Supervisor's agenda for adoption of resolution. \*

Changes with no budget augmentation will be placed directly on the Board of Supervisor's agenda for adoption of resolution. \*

- D. Once the Board of Supervisors adopts a resolution amending the position allocation table, Human Resources must determine if an eligibility list exists, and perform recruitment and testing if necessary.
- E. Staff will return with a report on the level of success of this policy, and recommended amendments, if any, 90 days and 180 days subsequent to its implementation.

*\*Changes involving reclassification of a position must be placed on the Civil Service Commission agenda for authorization before being placed on the Board agenda.*