

TO: ALL COUNTY PERSONNEL

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

PREPARED BY: HUMAN RESOURCES DEPARTMENT

SUBJECT: CLASSIFICATION REVIEW COMMITTEES

PPM #: CW-P-044

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ISSUE DATE

September 10, 2007

EFFECTIVE DATE

September 10, 2007

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PURPOSE:

To establish standing committees to review requests for new positions and reclassification of existing positions within the Palm Beach County classification system, and to recommend the appropriate classification based on the technical duties of the position.

UPDATES:

Future updates to PPM# CW-P-044 will be the responsibility of the Director of the Human Resources Department.

AUTHORITY:

The authority for this PPM is contained in the Palm Beach County Merit Rule 1.

POLICY:

Human Resources may establish classification review committees to assist with the classification of positions within a certain subject matter area. Such committees will be comprised of staff from Human Resources and County departments, who are subject matter experts, and they will be selected by the Human Resources Director. All requests for new positions or reclassification of existing positions will be reviewed by the specific committee.

PROCEDURE

A. Membership: The committee will be comprised of no less than five (5) members, two (2)

from Compensation and Records, and a minimum of three (3) subject matter experts from other County departments, who are permanent full-time employees at pay grade 40 and above. Alternates may be appointed by the Department Head. The Manager of Compensation and Records will serve as the Chair.

B. Quorum:

A quorum of at least three (3) members or their alternates must be present. At least one member or alternate from Compensation and Records must be part of the quorum.

C. Conduct of Meetings

1. Departments must provide an ADA job description and an organization chart, and may be required to complete a questionnaire. Whenever possible, written documentation of the request to be considered will be provided to the members prior to the meeting. Requesting departments will be invited to send a representative.
2. The committee will review the supporting documentation provided by the requesting department, any job audit information provided by Compensation and Records, and hear any presentation by the department. The chair will request a motion from the floor to recommend approval, disapproval or a modification of the request. The motion must be seconded and receive a majority vote of the members present. In case of a tie vote, the motion fails. Members shall abstain from voting on requests from their own departments. In such cases, they shall be counted for purposes of a quorum and may participate in the discussions.
3. Approved requests will be communicated to the requesting department by a memo from Compensation and Records. When requests are not approved, the committee's recommendation is sent to the department advising the department that a meeting with the committee can be arranged to allow them to present further information. If, after the meeting, there is still no agreement, the recommendation can be appealed to the County Administrator.

ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

PPM# CW-P-044, issued 2/19/91