

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES
SUBJECT: CLASSIFICATION REVIEW COMMITTEES
PPM #: CW-P-044

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ISSUE DATE

December 10, 2015

EFFECTIVE DATE

December 10, 2015

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PURPOSE:

To establish standing committees to review requests for new positions and reclassifications 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 this PPM are the responsibility of the Director of Human Resources Department.

AUTHORITY:

- Palm Beach County Merit Rule 1 & 6

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:

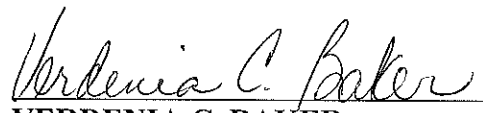
The committee will be comprised of no less than five (5) members, three (3) from Compensation and Records, and a minimum of two (2) subject matter experts from other County departments, who are permanent full-time employees at pay grade 40 and above. Alternates may be appointed by the Department Head. 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.

C. Conduct of Meetings:

1. Departments must provide a position 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 may be requested 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 HR Director shall make the final recommendation. 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 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.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

1. PPM#CW-P-044, issued 2/19/1991
2. PPM#CW-P-044, issued 9/10/2007
3. PPM#CW-P-044, issued 5/15/2013