

#### 4.06 Position Management

##### **General Policy Statements:**

Position management can be categorized as the newly proposed positions, classifications, reclassifications/reorganizations/pay grade reallocations of an existing position, the reassignment of a position, or the elimination of a position. The purpose of this procedure is to explain the specific steps needed to be taken by the organization when it wishes to affect one of these personnel changes.

##### **Board of County Commissioners (BCC) Approved Positions:**

The County Administrator, through the ~~Director of Human Resources~~ Director of Budget and Administrative Services, shall maintain the official record of all regular full-time and part-time positions within the County's Financial/HR Management system, which have been established under the provisions of this policy for the organization and the respective departments.

##### **Establishment of Positions:**

Per Florida Statute 125.74, regular full-time and part-time positions must receive BCC approval.

When requesting a new position, the department Director shall submit the request to the Budget and Administrative Services Director to determine if adequate funding is available. If the requested job title and description does not currently exist, then the request must be submitted to the Human Resources Director. The Human Resources Department shall examine the proposed position and recommend the proper classification and assignment to the pay plan. Once approved, the department Director should work with Fiscal Services to complete the Position Modification Request form and create an agenda item for the BCC. The Position Modification form must be approved as part of the BCC's agenda item.

Once positions are established, such positions may be filled upon approval of the County Administrator.

Additionally, the County Administrator has the authority to make recommendations to change an established regular part-time position to full-time and to change a regular full-time position to part-time to the BCC for approval.

##### **Reclassification of Positions:**

A department may determine that a current, budgeted position is no longer appropriate and that another classification is needed to better meet the business needs. This request may occur during the fiscal year.

The department Director shall complete the Classification Review Request Form and submit to the Human Resources Director for review. If the requested classification title and description does not currently exist, the Human Resources Department shall examine the proposed position and recommend the proper classification and assignment to the pay plan. This position must be approved by the Human Resources Director prior to submission to the County Administrator. Human Resources will forward request to Fiscal Services for financial impact analysis and creation of the Position Modification form. Fiscal Services will forward the request and supporting documentation to the County Administrator for final approval. If approved, County Administrator will send to the Human Resources Director for implementation.

The County Administrator has the authority to approve the reclassification of positions.

**Position Classification and Review:**

Positions are assigned to the BCC's Pay Plan based on a comprehensive job description. A classification and compensation study is conducted at least every five years to ensure each position's classification accurately reflects its responsibilities, knowledge, skills, and abilities. The study also reviews and recommends salary ranges to ensure the pay plan is internally equitable and externally competitive within the employment marketplace.

The County Administrator has the authority to recommend adjustment of salary ranges based on classification and compensation studies to the BCC for approval.

**Reassignment of BCC Approved Positions:**

The County Administrator has the authority to reassign vacant positions in accordance with the needs of County operations. The County Administrator may choose to maintain a pool of such positions for future operational needs.

**Eliminate BCC Approved Positions:**

The County Administrator may recommend to the BCC the elimination of BCC approved regular full-time and part-time positions based on the fiscal health and operational needs of the organization.