

Gila County Human Resources CLASSIFICATION PLAN	Policy Number: BOS-HRS-415	Page
	Replaces: Rule 13 Adopted: 04-29-2014 Revised:	1 of 5

I. PURPOSE:

To establish job titles, job descriptions, duties and responsibilities of Gila County employees.

II. APPLICABILITY:

All Gila County full-time and part-time regular status employees. Temporary employees, consultants, and judge pro-tempores are not covered under this policy; compensation for these positions shall be individually established as necessary.

III. POLICY:

The Classification Plan, as approved by the Board of Supervisors, shall include for each class of positions an appropriate title and a class specification. The Director shall maintain the official class specifications in the Classification Plan. The Board of Supervisors may establish new classifications and divide, combine, alter or abolish existing classifications based upon the recommendation of the Director. Revisions to a class specification may be approved by the Director.

SIGNATURE:


CHAIRMAN, BOARD OF SUPERVISORS

4-29-2014
DATE

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IV. PROCEDURES

- A. **Nature and Interpretation of Class Specifications:** Class specifications are contained in job descriptions. Class specifications are descriptive and explanatory and are not restrictive. The language of class specifications is not all inclusive and shall not be construed as limiting or modifying the authority which Appointing Authorities have to add or delete duties and responsibilities, so long as such changes fall within the general guidelines of the classification of the position involved. Changes in the duties and responsibilities of a position which are not within the general guidelines of the classification must be reported to the Director by the Appointing Authority.
- B. **Position Title**
1. The class specification position title shall be used in all financial and personnel documents.
 2. For purposes of internal administration, agency correspondence or for any other purpose not involving the personnel processes, abbreviations, code symbols or descriptive adjectival titles may be used in lieu of the class titles.
- C. **Minimum Qualifications:** Minimum qualifications are statements of the minimum background as to education, experience, and other qualifications which will be required in all cases as evidence of any appointee's potential to perform the work properly. When minimum qualifications are increased, the additional qualifications shall not be applicable to incumbents of the class as to their eligibility for promotion consideration, unless the added qualification establishes a degree from an educational institution, license, similar added qualification required by law or the duties of the classification. All subsequent applicants for the class must qualify under all minimum qualifications, including those added pursuant to this policy.
- D. **General Qualifications:** All persons applying or holding any position in the County service shall be required to meet the following general qualifications: integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others willingness and ability to assume and fulfill the responsibilities of the employment, good health and physical and mental abilities compatible with the work assignment. Where the position requires the operation of a motor vehicle, the applicant or employee must have a valid Arizona operator's license and shall operate the vehicle in conformance with the applicable motor vehicle laws. These qualifications shall be deemed to be part of the minimum qualifications of each class and need not be specifically set forth therein.

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E. Classification Administration

1. County positions are allocated to an individual job class, or to a group of positions having similar duties, levels of skill, and responsibilities based on the position descriptions developed within each department. Class specifications are then developed based on these positions descriptions. The group of positions allocated to a common class with a set of specifications, or class description, is then assigned a single pay range within the County compensation plan.
2. Elected Officials, the County Manager, Deputy/Assistant County Managers and Department Directors are responsible for ensuring that the contents and intent of each classification specification assigned to positions under their direction correctly reflect the duties and responsibilities being performed in each position.
3. Elected Officials, the County Manager, Deputy/Assistant County Managers and Department Directors shall be responsible for informing Human Resources in writing of changes in a position's duties/responsibilities in their office or department that might possibly affect the classification of such a position.
4. The Human Resources Director may initiate a classification review to update and modify classification specifications or any component of the classification as is deemed necessary by the Board of Supervisors and/or the County Manager.
5. If any Elected Official, the County Manager, Deputy/Assistant County Manager, or Department Director desires that a position be reviewed for a possible reclassification, they will forward a request to the Human Resources Director. The request should state the employee's name, current classification, requested classification, and the basis for the request. Individuals scheduled for reclassification review will be required to complete a Gila County Position Description Questionnaire (PDQ). If the position is vacant, the PDQ will be completed by the immediate supervisor. The PDQ shall be reviewed and signed by the Elected Official, Department Head or Supervisor.
6. A reclassification may result in one of four actions: (1) no change; (2) a change in classification specification with no change made to pay grade; (3) change in pay grade upward; (4) change in pay grade downward. If a reclassification results in an increase in pay grade, the Board of Supervisors or designee's approval must be obtained.

- F. Classification Controls: A position shall have been allocated to a specific class before final administrative action can be taken by an Appointing Authority on appointment, transfer, promotion, demotion or change in compensation rate or payment of salary with respect to the position.

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G. Official Copy of Class Specifications

1. **Official Class Specifications:** The Director shall maintain a master set of all approved class specifications. Such specifications shall constitute the official specifications in the Classification Plan. The copies of the specifications for each class indicate the date of adoption or the last revision of the specification for such class.
2. **Issuance of Specifications:** The Director shall provide Appointing Authorities with a set of class specifications appropriate to their organization. Class specifications in the Appointing Authorities office, as well as the master set in Human Resources, shall be open for inspection by the employees or the public under reasonable conditions during business hours.

H. Responsibility

1. The Board of Supervisors is responsible for approving compensation plans and policies, including job evaluations and all other specific pay actions.
2. Appointing Authorities shall be responsible for:
 - a. Ensuring that job descriptions are maintained for all positions within their department and for ensuring that the contents and intent of each job description correctly reflect the essential duties and responsibilities being performed in each position and appropriately reflects management span of control, supervisory responsibility and budgetary authority.
 - b. Ensuring organization structures reflect best practices and are not top heavy, consider the most efficient way to get work done, do not impede communications through too many levels, clearly define responsibility for decision making.
 - c. Coordinating with the Human Resources Director to establish appropriate salaries for new hires, promoted, and/or transferred employees.
3. The Human Resources Director is responsible for:
 - a. Administering compensation plans, policies, and procedures including recommending changes in salary ranges, market studies of positions, employee compensation recommendations, and reclassification review requests.
 - b. Bringing appropriate information to the Board of Supervisors to keep compensation plans and compensation policy up-to-date;

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- c. Working with Appointing Authorities to ensure appropriate, organization structures, equitable salaries for new hires, promotions, and/or transferred employees, processing personnel actions, and providing personnel action information to the Finance Department for payroll processing.
- d. Maintaining job descriptions and making minor modifications as necessary.

GILA COUNTY CLASS SPECIFICATION TITLES

Effective June 30, 2014

Grade	Title
320	911 Dispatch Supervisor
270	911 Dispatcher
320	Accountant
350	Accountant Senior
290	Accounting Analyst
190	Accounting Clerk
210	Accounting Clerk Senior
240	Accounting Clerk Specialist
250	Administrative Assistant
190	Administrative Clerk
210	Administrative Clerk Senior
240	Administrative Clerk Specialist
350	Administrative Services Manager
170	Animal Care Worker
220	Animal Control Officer
340	Animal Regulations Enforcement Manager
190	Assessor's Aide
460	Assistant County Manager
340	Assistant Facilities Manager
300	Associate Jury Commissioner
270	Automotive Mechanic
190	Automotive Service Worker
190	Automotive Service Worker Senior
230	Bailiff Interpreter
330	Benefits & HRIS Administrator
200	Breastfeeding Counselor
280	Breastfeeding Supervisor
300	Building Grounds Maintenance Supervisor
220	Building Maintenance Technician
300	Building Maintenance Technician Lead
270	Building Maintenance Technician Senior
330	Building Safety Specialist
270	Buildings & Grounds Maintenance Specialist
310	Business Services One-Stop Manager
230	Buyer
240	Calendar Administrator
310	CAMA Program Administrator
270	CAMA Program Technician
260	Career & Employment Specialist
290	Cartography GIS Analyst
330	CASA Coordinator
420	Chief Administrative Officer
380	Chief Appraiser

GILA COUNTY CLASS SPECIFICATION TITLES

Effective June 30, 2014

Grade	Title
390	Chief Building Official
390	Chief Deputy Assessor
390	Chief Deputy Clerk of Court
490	Chief Deputy County Attorney
420	Chief Deputy Probation Officer
390	Chief Deputy Recorder
390	Chief Deputy School Superintendent
470	Chief Deputy Sheriff
390	Chief Deputy Treasurer
370	Chief Detective
410	Chief Engineer Flood Control District
440	Chief Probation Officer
280	Child Support Case Manager
290	Child Support Services Lead
330	Child Support Services Supervisor
220	Civil Clerk
400	Clerk of the Board
290	Code Compliance Specialist
320	Code Enforcement Supervisor
260	Communicable Disease Specialist
280	Community Action Program Administrator
220	Community Health Specialist
210	Community Services Worker
330	Compensation & Risk Management Administrator
220	Constable Clerk
360	Construction Project Manager
280	Contracts Administrator
410	County Engineer
400	County Librarian
490	County Manager
250	Court Administrative Assistant
320	Court Case Management & Systems Trainer
320	Court Caseflow Manager
240	Court Clerk
400	Court Information Systems Manager
360	Court Reporter
350	Court Services Business Manager
320	Court Services Supervisor
290	Courtroom Clerk Technician
270	Courtroom Clerk Title IV-D
120	Custodian
170	Custodian Lead
330	Deputy Building Official
310	Deputy Clerk of the Board
340	Deputy Constable

GILA COUNTY CLASS SPECIFICATION TITLES

Effective June 30, 2014

Grade	Title
400	Deputy County Attorney
470	Deputy County Attorney & Civil Bureau Chief
440	Deputy County Attorney Principal
420	Deputy County Attorney Senior
470	Deputy County Manager
410	Deputy Court Administrator
410	Deputy Director Health
420	Deputy Director Public Works
320	Deputy Probation Officer I
340	Deputy Probation Officer II
380	Deputy Public Fiduciary
340	Deputy Sheriff
350	Deputy Sheriff Detective
370	Deputy Sheriff Sergeant
350	Detective
430	Detention Commander
270	Detention Officer
380	Detention Officer Lieutenant
320	Detention Officer Sergeant
420	Director Community Development
430	Director Community Services
400	Director Elections
440	Director Finance
450	Director Health & Emergency Services
440	Director Human Resources & Risk Management
430	Director Information Technology
450	Director Public Works
290	Diversion Officer
300	Diversion Program Administrator
230	Elections Assistant
300	Elections Specialist
360	Emergency Services Manager
270	Engineering Technician
360	Environmental Engineering Manager
310	Environmental Engineering Specialist
360	Environmental Health Manager
290	Environmental Health Specialist
290	Environmental Planning Technician
310	Executive Administrative Assistant
370	Facilities Manager
250	Fiduciary Services Specialist
280	Fiduciary Services Specialist Senior
250	Finance Specialist
350	Fiscal Administrator
350	Fiscal Services Manager

GILA COUNTY CLASS SPECIFICATION TITLES

Effective June 30, 2014

Grade	Title
320	Fleet & Equipment Maintenance Supervisor
260	Fleet Fuel Information Systems Analyst
330	GEST Program Manager
370	GIS Systems Supervisor
240	Grants Administrator
330	Health Programs Manager
370	Health Services Program Manager
300	Healthy Steps Coordinator
300	Help Desk Coordinator
300	HIV Program Coordinator
280	Home Visitation Coordinator
280	Housing Project Administrator
280	Housing Services Administrator
230	HR & Library Assistant
270	Human Resources Assistant Senior
330	Inmate Counselor
220	Inventory & Parts Specialist
360	IT & School Systems Administrator
330	IT Support Specialist
310	IT Support Technician
360	IT Systems Administrator
310	Judicial Assistant
210	Justice Court Clerk
190	Justice Court Clerk Associate
280	Justice Court Clerk Lead
260	Justice Court Clerk Senior
350	Justice Court Operations Manager
380	Juvenile Detention Facility Manager
270	Juvenile Detention Officer
320	Juvenile Detention Shift Supervisor
280	Juvenile Surveillance Officer
320	Land Surveyor
270	Legal Secretary
290	Legal Secretary Lead
290	Legal Secretary Senior
360	Library Systems Administrator
220	Lube Specialist
330	Management Associate
420	Manager Detention Medical Services
220	Mapping Technician
310	Materials Tester & Safety Representative
280	Medical Assistant
270	Medical Case Manager
350	Nurse
340	Nutrition Manager

GILA COUNTY CLASS SPECIFICATION TITLES

Effective June 30, 2014

Grade	Title
280	Office Supervisor
340	Paralegal
360	Paralegal Senior
410	Patrol Commander Lieutenant
250	Payroll Specialist
220	Permit Technician
210	Probation Aide
380	Probation Fiscal Services Manager
380	Probation Manager
360	Probation Operations Manager
410	Professional Standards Investigator
330	Property & Evidence Custodian
240	Property Appraiser I
260	Property Appraiser II
300	Public Agency & Courts Liaison
400	Public Fiduciary
250	Public Health Emergency Preparations Assistant
350	Public Health Emergency Preparations Manager
350	Public Health Nurse
290	Public Services Librarian
320	Public Works Roads Supervisor
190	Recorders Clerk
230	Recorder's Clerk Senior
290	Recorders Office Supervisor
210	Records Clerk
290	Records Supervisor
370	Recycling & Landfill Operations Manager
320	Recycling & Landfill Operations Supervisor
190	Recycling & Landfill Operations Worker
240	Recycling & Landfill Operations Worker Senior
350	Regional Roads Manager
240	Road Maintenance Equipment Operator
280	Road Maintenance Equipment Operator Senior
190	Road Maintenance Worker
390	Roads & Shops Manager
260	Rural Addressing Analyst
190	Scalehouse Attendant
280	Section 8 Program Administrator
330	Sign Department Supervisor
270	Social Services Case Manager
320	Special Investigator
310	Staff Nutritionist
440	Superior Court Administrator
490	Superior Court Administrator & Chief Probation Officer
350	Survey Supervisor

GILA COUNTY CLASS SPECIFICATION TITLES

Effective June 30, 2014

Grade	Title
430	Task Force Commander
220	Teen Court Coordinator
250	Title Examiner
210	Treasurer Services Assistant
220	Treasurer Services Specialist
320	Treasurer Services Supervisor
450	Undersheriff
320	Vehicle & Equipment Maintenance Supervisor
270	Vehicle & Equipment Mechanic
300	Vehicle & Equipment Mechanic Lead
280	Vehicle & Equipment Mechanic Senior
310	Victim Witness Advocate
220	Voter Outreach Assistant
280	Voter Outreach Coordinator
240	Voter Registration Coordinator
280	Welder Mechanic
330	WIA Program Manager
280	Worksite Wellness Coordinator
300	Worksite Wellness Coordinator
290	Zoning & Building Inspector