

Reclassification Plan

Reclassification Defined

Significant changes in the duties and level or responsibility of a position may indicate the need for a change in job title and/or pay grade level. The position to be reclassified may be filled or vacant. Reclassification usually occurs as a result of one of the following:

- A vacant position exists that a supervisor wants to change to a different position(s) to better meet the needs of the department.
- Job duties have increased or lessened by at least 15% as a result of various factors causing a reevaluation of the job based on the true needs of the department.
- New job duties are allocated to an employee's current position as a result of local, state or federal mandates which significantly modify the job description of the employee.
- The job market has changed causing the need to update various positions within the County in order to actively recruit and retain a highly talented workforce.

Certain positions shall be excluded from this Reclassification Plan due to various circumstances (i.e. set by statute, other pay plan, etc.). These include, but are not limited to: Elected Officials, Attorneys, or those positions covered under a collective bargaining agreement or mandate.

Reclassification Methods

Department Requests:

- All requests for reclassification of any position should be made during the County's annual budget process using the Staffing Adjustment Review (SAR) Form.
- When the need arises for departments to reclassify positions during the fiscal year, the Department Head must submit their proposal via the SAR form to HR justifying this request. Approval from Commissioner's Court will be required on requests for new positions.
- Mid-year requests shall be heard in the following situations: departments have identified funds; Legislative changes have caused a need for a staffing change; emergency situation has risen causing the department to adapt to organization change in accordance with the County's Strategic direction.
- If the position is grant-funded, a request can be made and the grant will be reviewed to determine if an increase in funding is possible based on what the grant may or may not allow. In certain cases, the department may identify funds which can be used for this reclassification; subject to approval by Chief Administrator or designee.

Continuous Review:

- The Court is committed to recruiting and retaining a highly talented workforce. As such, they recognize the need to continuously monitor their workforce to ensure employees are being compensated for the work they are performing, and therefore honor annual evaluations of various departments based on the preapproved schedule below.
- Departments will be rotated throughout the years to ensure consistent evaluation. Evaluations based on this purpose do not insinuate a reclassification will occur; however, they will be done to actively monitor which positions have changed based on the market, statute, or any other factor, if any, in order to recruit and retain a highly talented workforce.
- In situations where the jobs have changed, the Court may order a reclassification of those positions within that annual evaluation period.

Continuous Review Schedule

By adoption of this plan, the Court commits to setting aside a minimum of \$300,000.00 each fiscal year to be used for department reclassifications based on a set schedule, found below. If reclassification proposals in any year exceed this amount, Commissioners Court shall determine whether additional funding is available and can be allocated to the reclassification plan. If the County is in a difficult financial period, and no funding is available, the Court may choose to forego department reclassifications during that year. If this should occur, those departments which were scheduled during the non-evaluation year will be scheduled to be evaluated once the Court is able to commence the reclassification schedule.

Based on the County workforce size, the following Continuous Review schedule will be used for continuous department reclassifications:

Year 1 (FY2013):

- County Court Admin.
- Elections
- Information Technology

Year 2 (FY2014):

- Associate Courts
- Auditors
- Commissioner Precincts (all)
- Constables (all)
- Council of Judges
- County Courts
- County Judge
- District Courts (applicable positions)
- Jail Magistrate
- Justice of the Peace Courts (all)
- Probate Courts (all)

Year 3 (FY2015):

- Fleet Management
- Parks and Special Events
- Public Works

Year 4 (FY2016):

- Agricultural Co-OP Extension (applicable positions)
- Domestic Relations
- Community Services
- Law Library
- Mental Health Support Services
- Office of the Medical Examiner
- Purchasing
- Tax Office

Year 5 (FY2017):

- Budget & Fiscal Policy
- County Attorney (applicable positions)
- District Attorney (applicable positions)
- Human Resources
- Public Defender (applicable positions)

Year 6 (FY2018):

- County Clerk
- District Clerk

Year 7 (FY2019):

- County Administration
- Criminal Justice Services
- Sheriff's Office