

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Job Classification Plan	Policy No. 9007.00
Category:	Employment Policy Manual	Date Adopted: 2/12/2021 Date Reviewed:
Reference:		

Policy:

- 1.1. The purpose of Great Rivers Behavioral Health Administrative Services Organization's (Great Rivers BH-ASO) classification plan is to achieve an efficient and equitable process for defining, filling, and compensating positions. The system also serves as an aid to defining job performance expectations and performance evaluation. The classification plan consists of a system of standardized titles, pay ranges, and job descriptions. It may group like or similar positions into appropriate classifications which are sufficiently similar with respect to duties, responsibilities, qualifications, knowledge, skills, and abilities.
- 1.2. The Great Rivers BH-ASO Chief Executive Director (CED), in collaboration with Human Resources (HR), has the authority and responsibility for the overall development and administration of the job classification plan. This includes the development of new classifications and review and analysis of new and existing positions to determine the appropriate classification. In developing and maintaining the classification plan, the HR representative consults with staff and other resources that are deemed appropriate in making classification determinations.
- 1.3. The classification plan and related salary schedule represent the official job structure and pay schedule of Great Rivers BH-ASO. All regular employees must be employed in a budgeted position and in a classification and pay rate included within the classification plan; exceptions must be approved by the CED.

Definitions:

- 2.1. **Classification**
 - 2.1.1. Classification of a job is the process by which jobs are allocated a salary range or in groups which are similar with respect to duties, responsibilities, qualifications, knowledge, skills, and abilities. There can be a wide range of job tasks and titles in any classification. Each classification is assigned a salary range reflective of the relative worth of the position as determined by internal and external equity considerations, as well as budgetary constraints.
- 2.2. **Reclassification**
 - 2.2.1. Reclassification of a job occurs when the duties, level of responsibilities, scope of work, and/or other job factors change to such an extent that the classification to which it had been assigned no longer adequately describes the work.
- 2.3. **Classification Descriptions**
 - 2.3.1. Classification descriptions are written descriptions of each job classification in the plan. The description shall include a class or job title, a summary statement of duties and responsibilities, essential or core duties and responsibilities, supervision received and authority, and qualifications required and desired in terms of education, experience, training, knowledge, skills, and abilities. It will include a listing of working environment and conditions, physical demands of the job, and other relevant information. The

development or updates of classification or job descriptions will be a collaborative effort of a variety of relevant Great Rivers BH-ASO staff. Great Rivers BH-ASO may include the input of employees in this process as it meets the needs of the organization.

Procedure

3.1. Process for Classification Description Changes

- 3.1.1. As appropriate and necessary, HR will evaluate the need for classification description changes when job content, requirements, and technology change. Description changes are not intended to alter the essential qualities of the job or the value of the job in relation to other jobs.
- 3.1.2. Classification description changes must be approved by the CED and the HR representative.
- 3.1.3. If changes to a classification's existing compensation range are called for due to changes to the essential duties and responsibilities, it will be submitted to the Great Rivers BH-ASO CED for review and approval, and if necessary it will be submitted to the Great Rivers BH-ASO Governing Board for approval, especially if it has an impact to the overall Great Rivers BH-ASO approved budget. Great Rivers BH-ASO CED may elect to limit reclassifications to the annual budget process or address a case individually on its own merits and impact to the organization.

3.2. Process for Classification of Positions

- 3.2.1. Classifying new positions
 - 3.2.1.1. Prior to implementing any new position or initiating reorganizations, Great Rivers BH-ASO CED shall receive approval from Great Rivers BH-ASO Governing Board.
 - 3.2.1.2. Prior to requesting any new position or initiating reorganizations, Great Rivers BH-ASO CED shall consult with HR in order to discuss various matters including the potential FLSA classification issues, pay ranges, and any other policy or issues that may impact such changes.
 - 3.2.1.3. Once the position has been formally approved, the CED and HR will determine the appropriate classification.

3.3. Review of The Classification of Existing Positions

- 3.3.1. Reclassification of a job may be appropriate when the duties, responsibilities, scope of work, and/or other job factors change to such an extent that the classification to which it had been assigned no longer adequately describes the work. Changes to a job not warranting a reclassification include increased volume of the same level or type of work, duties not previously assigned but within the same classification, enhanced technological tools to perform current duties, longevity, or job performance.
 - 3.3.1.1. **Note:** Where a position is eliminated and a position of a different classification is created, it will not be considered reclassification under this policy.
- 3.3.2. Changes to jobs which may necessitate changes in classification can occur instantly, such as a planned reorganization within a work unit or division, or from gradual changes over time in the scope of duties of a position. Changes to jobs occurring over time have unpredictable budgetary impacts. Managers must give careful consideration when assigning work duties of a higher classification on a permanent basis.
- 3.3.3. Employees may request a classification review during the annual performance evaluation period. Since classifications are limited by the budget, an employee's work may need to be modified to be consistent with the current classification. Employees must keep in mind that Great Rivers BH-ASO operates under an approved budget and a specific number of FTEs, and therefore, Great Rivers BH-ASO may not submit requests for reclassification and salary range adjustments outside of the annual budget process.

- 3.3.4. Classification review requests may be made after consulting with the Great Rivers BH-ASO CED, or manager, and HR. The review request must follow the established review process as described herein. The principle focus of a review is to ensure that all increased costs can be funded without additional budgetary impact and within the available budget.
- 3.3.5. When a classification review is due to a reorganization or reassignment of duties, the CED and HR may determine that it is appropriate to perform an overall review of the classifications within the department, or other affected or comparable positions, to determine if the classifications for those positions are still appropriate. This review could result in downward or upward reclassifications of these positions.
- 3.3.6. Departments may submit requests for classification reviews as a part of their budget(s) submissions and have them considered in the context of the Great Rivers BH-ASO's overall budget.

3.4. **Effects on Incumbents**

- 3.4.1. The impact upon the salary of an incumbent when a position is reclassified is addressed in the Salary Administration policy.
- 3.4.2. When a position is reclassified upward or downward, it is not considered a demotion or promotion, and the incumbent shall be continued in the position without the need for a new probationary period. When the position is vacant, the reclassified position will normally be filled using a competitive process. Filling such a position without a competitive process requires the approval of the CED.

3.5. **Classification Approval Requirements**

- 3.5.1. HR will be responsible for finalizing classification reviews for both new and current positions. This will include preparing the authorizing document for the Great Rivers BH-ASO CED, and the Great Rivers BH-ASO Governing Board, if required. The CED has the approval authority for changes that **neither** amend the current Great Rivers BH-ASO Governing Board-approved budget appropriations and adopted FTE count, nor require a change in the pay plan. Only the Great Rivers BH-ASO Governing Board has approval authority to increase budget appropriations or FTE counts.

POLICY SIGNATURE

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Vickie Raines, Chair
Great Rivers BH-ASO Governing Board

2/17/2021

Date