

POLICY 302

CLASSIFICATION SYSTEM

Effective 05-01-2021, Resolution No. 014-21

It is the policy of Johnson County Government to use a consistent and equitable method for evaluating and classifying jobs to determine their relative ranking internally for purposes of administering pay and to determine whether County pay ranges are externally competitive.

The County Manager is responsible for selecting a job evaluation and classification methodology. The selected methodology must consider, at minimum, the following criteria:

- The knowledge and skills required to perform the job including soft and hard skills.
- The level of discretion and problem-solving abilities required.
- The scope of accountability required including the level of autonomy, impact of the position, and budgetary authority.

All positions will be classified in accordance with the selected methodology regardless of funding source, other than elected, certain appointed, and civil service positions; however, the County Manager may designate other positions as unclassified based on business need. Each classification will correspond with a pay range on the County's pay table. Job descriptions will be maintained for all classified positions.

Department/agency/office leaders may appeal classification decisions for their staff. Employees may not appeal classification decisions.

The County will administer the classification system consistent with the County's compensation policy and procedures and in compliance with applicable laws.