



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

County Government Center, 1055 Monterey Street • Ste. D-250, San Luis Obispo, CA 93408

• Telephone: 805.781.5959 • Fax: 805.781.1044 • Email: hr@co.slo.ca.us

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To: All Department Heads

From: Tami Douglas-Schatz, Human Resources Director *TDS*

Subject: Position Study Request Process

Background:

Human Resources is responsible for overseeing the County's Classification Plan. Civil Service Rule 5 provides the guidelines for classifying permanently allocated positions in the county service. The following is an overview of the process used to determine a position's classification. Of particular importance, is a new process for reviewing filled positions, which is summarized below. Please contact your assigned HR Analyst or me with any questions.

Vacant or New Positions:

The current process for determining the classification for a vacant or new position remains unchanged. Departments can continue to submit their requests at any time during the year to HR. A determination is typically provided within 30 days.

Filled Positions:

HR has adopted a new process to replace the Open Window Period. Similar to the process for reviewing vacant positions, HR will now accept requests to review filled positions any time during the year. HR will be involved earlier in the process assist you in resolving out of class concerns. The complete process for determining the appropriate classification is posted on the HR website and will be provided to you via email. A few key steps are listed below:

PREPARATORY STEPS FOR POSITION STUDY REVIEW

- The Incumbent must first meet with their Supervisor to discuss their concerns. If the Supervisor is unable to resolve the out of class concerns, the incumbent will complete the Position Study Request Form and arrange to meet with their Department Head.
- The HR Director will assign a HR Analyst to attend the meeting between the incumbent and the Department Head. The Department Head will provide a response to the incumbent and Human Resources, detailing their perspective on the incumbent's concerns.
- If the incumbent is unsatisfied with the response from the Department Head, s/he can then submit their completed request form to the HR Director; including the comments resulting from the previous meetings' with the Supervisor and Department Head.

POSITION STUDY REQUEST IS REVIEWED

- The HR Director will review all requests within 30 days of receipt. HR will advise the employee, Department Head and Administrative Office of the estimated date the study will begin.
- The assigned HR Analyst will meet with the employee, Supervisor and others as necessary to make a determination whether the position is properly classified. HR’s determination will be completed within 120 days after the study begins.

A CLASSIFICATION DETERMINATION IS MADE BY HR

- A determination that a position is assigned duties that are inconsistent with the current classification may result in any of the following actions: reassignment of the out of class duties, reallocation to a higher or lower classification, or the creation of a new classification.
- Changes to the Position Allocation Listing will be made in accordance with the following regularly scheduled Board of Supervisors meetings:

Regular Board Business	HR findings and all documents to Admin	Board Meeting	Effective date of PAL Change
Budget Hearings	February	June	July
4 th Quarter Reports	August	Sep	Oct
1 st Quarter Reports	October	Nov	Jan