

ORDINANCE 2024-016

AN ORDINANCE ADOPTING COUNTY OF DELAWARE, INDIANA JOB CLASSIFICATION SYSTEM AND MAINTENANCE PLAN

WHEREAS the County of Delaware, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Delaware County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the county general fund, county highway fund, county health fund, county park and recreation fund, aviation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS Delaware County contracted with a professional human resources consulting firm to assist the Council, describe and classify County positions, develop compensation schedules, and conduct a Fair Labor Standards Act (FLSA) review, and

WHEREAS, the Council desires to use the job descriptions to classify positions and services, develop new compensation schedules, and to verify and document compliance with various government regulations, including, but not limited to, the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), and the Americans with Disabilities Act (ADA), and

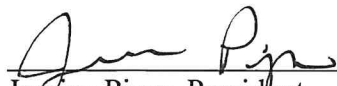
NOW THEREFORE, it is ordained as follows:

- A. The Factor Evaluation System (FES) of job classification is hereby adopted, including the job category designation and classification level of each County position.
- B. The attached job classification maintenance plan is hereby adopted.

EFFECTIVE DATE

This Ordinance shall be in full force and effect on and after adoption.

ADOPTED this 20th day of November, 2024.



Jessica Piper, President



Matt Kantz, President Pro Tempore

Dan Flanagan, Councilman



William Hughes, Councilman

Jim Mochal, Councilman



Ryan Webb, Councilman

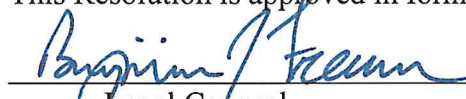


Eugene Whitehead, Councilman


Attest:

Edward E. Carrol Jr., Auditor

This Resolution is approved in form by



Legal Counsel



Tonya Dunsmore
Chief Deputy Auditor

JOB CLASSIFICATION AND COMPENSATION MAINTENANCE PLAN

County of Delaware, Indiana *An Equal Opportunity Employer*

This job classification and compensation maintenance plan was adopted by the Delaware County Council on November 26, 2024; with an effective date of January 1, 2025. It was developed to ensure that the new Delaware County job classification system is kept up-to-date and useful through time.

Maintaining the job classification system for COMOT, LTC, PAT, Civilian POLE, Merit POLE, EMS POLE, POLE Investigators, EXE, and SO positions involves establishing a series of procedures. The following guidelines will provide for an on-going review of job classifications and compensation schedules upon request of elected officials, department heads, and employees. Provisions for adding or deleting positions to the system are also specified.

Job Descriptions

The Delaware County Council adopted official job descriptions for all County positions. As new jobs are added, and as reorganizations occur and jobs change, job descriptions shall be prepared or updated, evaluated, and inserted into the appropriate classification level.

Job Classification Based On Position Descriptions

The basis for the classification system is the job description. It is a written statement for each job and contains the following information:

Title of position (These titles shall be used in the official salary ordinance approved by the County Council.)

Department in which the position exists

Job Category (COMOT, LTC, PAT, POLE, EXE, or SO)

Date Written:/Date Revised: (documents a record of the job)

FLSA Status: (documents exempt/non-exempt/excluded status for overtime)

Statement of Duties: (specifies key dimensions of the job)

Jobs in any one category cannot be compared to jobs in another category. For example, COMOT jobs cannot be compared to LTC jobs.

The factor evaluation system only compares a position to jobs within the same job category.

All positions within a job category were classified by assigning factor evaluation points to the job description. Factor guide charts were used by the factor team in arriving at the total factor evaluation points.

Once factor points were assigned to each position, jobs were grouped in factor point ranges within each job category. Classifications were compared to salaries and wages to assure there is internal pay equity among all positions.

Delaware County Job Classification/Compensation Committee

The Delaware County Job Classification/Compensation Committee is responsible for overseeing maintenance of the job classification and pay plan. This committee shall consist of three (3) Council members (appointed by the County Council). The County Auditor, County Human Resources Director, a County Commissioner (as appointed by the County Commissioners), and a member of the public with human resources experience (as appointed by the County Council) shall serve as an ex-officio non-voting members. This Committee serves in an advisory capacity to the County Council and is responsible for overseeing job review procedures and making job reclassification and pay policy recommendations to the County Council.

All requests shall be presented to the full Council after the Committee has completed its review and formed its recommendation. The County Auditor shall prepare notices of the Job Classification/Compensation Committee meetings; maintain meeting minutes, a record of votes, and recommendations. The County Human Resources Director shall serve as Committee Coordinator.

Human Resources Director Committee Duties

The County job descriptions shall be maintained by the Human Resources Director. The Human Resources Director shall be responsible for the distribution of job questionnaires to elected officials/department heads to create new positions that are not classified in the system and to provide job information to human resources consultants for preparation of new job descriptions. The Human Resources Director shall maintain job classification review forms and requests for reclassification; assist elected officials/department heads with completion of forms; and provide copies of review forms and reclassification requests to the Job Classification/Compensation Committee.

Job Review/New Position Requests

There are two occasions when a job description should be reviewed:

1. When a position becomes vacant. The elected official/department head should review the job description for possible changes before either hiring a new person, or, alternatively, eliminating the position.
2. When a reorganization of an office occurs and there is “significant” shifting of duties among positions; or when “substantial” new duties are added/deleted to an existing job.

Following the installation of the new job classification system, elected officials and department heads will be provided information on making job reviews and new position requests for Committee review. Such requests shall be made prior to June 1st of each calendar year when the Salary Ordinance is in force. Reclassification requests for existing positions shall not be reviewed more than once in a twelve month period.

Reclassification of a position may not be filed within the first twelve months of a new employee’s tenure in the position. New positions and/or new employees’ requests that are disapproved shall not be reconsidered by the Committee for a period of twelve months from the date of original submission.

New positions and/or new employee requests that are approved shall not be considered for reclassification for a period of twelve months from the date of the original submission.

Maintenance Policies and Procedures

The following maintenance policies and procedures were adopted by County Council Ordinance. Job titles are not to be changed except as provided in the following procedures.

Procedures for Reclassification of a Position or Reorganization of an Office

The following reclassification/reorganization of office review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make reclassification/office reorganization requests:

- STEP 1: Secure “Job Classification Review Form” and a copy of the official job description adopted by the County Council for the position(s) being reviewed from the Delaware County Human Resources Director.
- STEP 2: Complete and return “Job Classification Review Form,” including any supportive documentation to the County Human Resources Director. Proposed revisions to the job description should be indicated on the description and be included as part of supportive documentation.
- STEP 3: The “Job Classification Review Form,” and supportive documentation will be

submitted to the County Job Classification/Compensation Committee by the County Human Resources Director. The Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council's professional human resources consultants for their review and recommendation.

- STEP 4: If requested by the Committee, the Council's professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council's professional human resources consultants and submitted to the County Human Resources Director for distribution to the Committee.
- STEP 6: The County Job Classification/Compensation Committee shall review and evaluate the reclassification/office reorganization request, supporting documentation, and Assessment Report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Procedures for Adding a New Position

The following new position and/or new employee review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make new position/new employee requests:

- STEP 1: Secure "New Position/Employee Request Questionnaire" form from the County Human Resources Director.
- STEP 2: Complete and return questionnaire, including supporting documentation to the County Human Resources Director. The department head or elected official shall complete and submit a job description questionnaire as part of the supporting documentation.
- STEP 3: The Job Classification/Compensation Committee will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council's professional human resources consultants for their review and recommendation.
- STEP 4: If requested by the Committee, the Council's professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor

evaluation points for the position, preparing job descriptions, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.

- STEP 5: An Assessment Report will be prepared by Council's professional human resources consultants and submitted to the County Human Resources Director for distribution to the Committee.
- STEP 6: The Committee shall review and evaluate the new position/employee request, supporting documentation, and assessment report; and submit recommendation for approval/disapproval to the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Proposals for Reorganization of a Department

Proposals for reorganization of a department/office must be filed with the County Job Classification/Compensation Committee and processed according to these procedures. Offices or departments submitting such requests to the Committee will be subject to an organizational assessment of office or department operations.

This may involve considering alternative methods for accomplishing the proposed job functions (reorganization, part-time, adjustment of work hours/shifts, equipment, new technologies, etc.).

Recruitment and Hiring

When a job is vacant and the hiring process begins, the following steps should be taken:

- STEP 1: The job description is reviewed and changes made, pursuant to the Steps above.
- STEP 2: Consistent with the job description, the elected official/department head determines the minimum qualifications for the position, as well as any preferred qualifications. These are included on the job description, which will be used in posting.
- STEP 3: The job description and salary is distributed through normal County recruitment channels used by the elected official/department head, consistent with EEO guidelines, until the position is filled.