

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 102-02

Eff. 2/21/12

CLASSIFICATION PROCEDURE

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- 1. All employment positions with Grand Forks County have job descriptions developed by a consulting firm in cooperation with the employees and the Department Managers. These job descriptions are grouped into classifications.**
- 2. All classifications are assigned to pay grades, which identify the placement of all jobs, within that classification, on the pay matrix. The job descriptions and classifications are developed in accordance with the current plan adopted by the County Commission.**
- 3. To keep the pay grade levels current, the County Commission hires a consultant to review the salary trends and to make recommendations. By direction of the County Commission, the pay schedule will be periodically reviewed by a personnel consultant. The County Commission may accept or reject all or part of the recommendations consistent with the general fiscal condition of the county.**
- 4. Job reclassification requests may be initiated by the County Commission, Director of Administration, the Department Manager, or the employee. Requests for classification reviews must be submitted, in writing, to the County Commission for immediate review and action who in turn will bring to the next Personnel Committee meeting.**