

## **The Classification Plan**

### **1.0 Adoption**

The position classification plan, as from time to time approved by the Board of County Commissioners, is hereby adopted as the position classification plan for Bladen County. Employees subject to the State Personnel Act are exempt from this policy.

### **2.0 Allocation of Position**

The Human Resources Director shall allocate each position covered by the classification plan to its appropriate class in the plan.

### **3.0 Administration**

The County Manager, or Human Resources Director as designated by the County Manager, shall be responsible for the administration and maintenance of the position classification plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Department Heads shall be responsible for bringing to the attention of the County Manager and Human Resources Director:

1. The need for new positions and
2. Material changes in the nature of duties, responsibilities, or working conditions affecting the classification of a position.

New positions shall be established upon recommendation of the County Manager with the approval of the Board of County Commissioners. The Human Resources Director may (1) allocate the new position to the appropriate class within the existing authority classification plan or (2) recommend that the Board of Commissioners amend the position classification plan to establish a new class to which the new position may be allocated. When the Human Resources Director finds that a substantial change has occurred in the nature or level of duties and responsibilities of an existing position, the Human Resources Director shall, after consultation with the Department Heads, (1) recommend that the existing class specification be revised, (2) reallocate the position to the appropriate class within the existing classification plan, or (3) recommend to the County Manager that the Board of County Commissioners amend the position classification plan to establish a new class to which the position may be allocated.

### **4.0 Supervisors**

There will be a three-grade separation between supervisors and the highest grade under their supervision. *Revised January 21, 2014.*

## **5.0 Amendment**

Classes of positions shall be added to and deleted from the position classification plan by the Board of County Commissioners based on the recommendation of the County Manager and Human Resources Director.