



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Reclassification Procedure

Adopted Date: February 27, 2012

Revised Date: July 31, 2017

I. Reclassification Procedure

- A. Revision of position descriptions and re-allocations within the classification plan shall be made as often as necessary to provide current information on positions and classes and when funding exists to make any required changes.
- B. It shall be the duty of Department Heads/Elected Officials to notify the Human Resources Department when existing positions substantially change (15% or more) in duties and responsibilities. This can be done by submitting a Staffing Adjustment Request (SAR) form to the Human Resources Department which shall include reasons for such changes (i.e., experience, education, certifications, etc.).
- C. It shall be the duty of the Human Resources Department to examine and analyze position changes, modify and update position descriptions, and rate positions using a standardized method. This method will include valuing the position's responsibilities, requirements, and qualifications to accurately classify or reclassify the position, as well as other factors affecting classification.
- D. After review by the Human Resources Department, if the request is justified, the budget impact will be determined, and a recommendation will be made to the County Administrator for approval. If approved, the Human Resources Department will work with the requesting department to take necessary steps to implement the reclassification.

II. Impact of Reclassification on employees

- A. An employee whose position is reclassified to a classification having increased responsibilities or complexity of duties is eligible to remain in the position provided he/she meets the minimum qualifications for the new classification. The employee who does not qualify for the new classification may be removed from the position and may be eligible for re-employment elsewhere, if a vacant position is available within the employee's job skills.
- B. An employee whose position is reclassified to a job not having increased responsibilities or complexity of duties, but results in increased pay based on the job rating and market analysis, is considered a reclassification of the position alone.
- C. An employee whose position is reclassified to a job having increased responsibilities or complexity of duties and in a higher pay grade, and who is eligible to remain in the position, is considered to have been promoted as a result of the reclassification. County promotion policies shall apply in this case.
- D. An employee whose position is reclassified to a classification having decreased responsibilities or complexity of duties is eligible to remain in the position provided he/she meets the minimum qualifications for the new classification. The employee who does not qualify for the new classification may be removed from the position and may be eligible for re-employment elsewhere, if a vacant position is available within the employee's job skills.
- E. An employee whose position is reclassified to a job having decreased responsibilities or complexity of duties and in a pay grade with a decreased entry level rate, and who is eligible to remain in the position, is considered to have been downgraded as a result of the reclassification.

- F. Reclassification of positions that are initiated by the County do not impact the probationary period, nor the seniority date, of incumbents.

III. Pay Upon Upgrade or Downgrade

This section applies to position reclassifications which result in an upgrade or downgrade that is County initiated, not based on employee performance, and are not disciplinary in nature.

- A. When an employee is **upgraded** as a result of the position reclassification, the employee will be placed into the new grade at the minimum step that will provide at least a 1.28% increase.
 - 1. For those employees classified on the Attorney Pay Scale, employees who are **upgraded** as a result of the position reclassification shall be placed into the new grade at the minimum step that will provide at least a 2.50% increase.

- B. When an employee is **downgraded** as a result of the position reclassification, the employee will be placed into the new grade at the step equal to the step they were in at the time of the reclassification. Additionally, their pay will be frozen (redlined) at their current rate of pay until the base rate of pay for the step the employee has achieved is greater than the current base rate of pay. The employee would not be eligible for step increases, but would receive any cost of living adjustments, or any other types of wage adjustments, if given to employees in the same classification scale.
 - 1. For example, a G20, Step 4, (\$38,625.15) employee's position is reclassified to a G14. The employee may be moved to Grade G14, Step 4, but would continue to receive \$38,625.15 in pay.
 - 2. Each year the County gives step/merit increases, the employee would receive a step up in the grade if their performance is warranted, but would not see a change in pay until the pay rate for the step the employee is placed in is higher than the employee's current pay rate. In this scenario, the employee would not receive an increase until he or she reached Step 14 of Grade G14.

Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
30914.12	31686.97	32479.14	33291.12	34123.40	34976.49	35850.90	36747.17	37665.85	38607.50	39572.68

- C. In the case of any downgrade of a position, an employee shall not be placed lower than the level to which the employee would have progressed if the employee had previously been in the lower grade and had not been promoted to a higher grade(s) previously.
 - 1. For example, an employee was hired as an Administrative Specialist, Intermediate and was in this position for 3 years and was at Step 2. The employee was promoted to Administrative Specialist, Senior and was in this position for 4 years and received step increases each year. If this Administrative Specialist, Senior position is downgraded, the employee would be placed at the Administrative Specialist, Intermediate step he would have achieved had he never been promoted to Administrative Specialist, Senior. In this example, the employee may be placed at Step 6.

IV. Effective Date of Changes

The effective date of all reclassification of incumbents shall coincide with the first day of the pay period coinciding with or following approval of the action if the effective date is not established during the approval process.