

UNIFIED PERSONNEL SYSTEM

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Holly J. Schoenherr
Director

To: The Honorable Chair and Members of the Unified Personnel Board

From: Holly J. Schoenherr, Director of Human Resources *HS*

Date: July 27, 2018

Subject: Delegation of Authority to Approve Changes to Classification Specifications

On June 7, 2018, the Unified Personnel Board approved a revision to Resolution 18-2, Delegated Authority of the Human Resources Director. Specifically, Section 2 was added and states that, "The discretion provided to the Director of Human Resources pursuant to this Resolution does not include authority to approve comprehensive structural or other substantive changes to the classification and compensation system."

The Board is considering at its August 2018 meeting comprehensive structural changes to the classification plan for Classified Service positions as well as new Classified pay plans, with a recommended effective date of September 2, 2018. The implementation of the new classification plan will involve not only changes to classification titles and pay grades, but also changes to the classification specifications (class specs) that describe the nature of work that is performed within each classification. Given the comprehensive nature of these changes, there may be over 300 classifications in need of revised class specs.

To facilitate the timely implementation of the Classification and Compensation Study completed by Evergreen Solutions, LLC, in 2018, I am requesting that the Board provide the Human Resources Director with delegated authority to review and approve revisions to class specs associated with implementing the new classification structure effective September 2, 2018. This delegation of authority, if approved, will include approval solely for the description of work within the class specs, and will not include approval of classification titles, pay grades, or pay adjustments. All revisions approved under delegated authority will be communicated with the Board at the September 2018 or October 2018 Board meeting.

Thank you for your consideration of this request.