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# **ARTICLE II**

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## **THE POSITION CLASSIFICATION PLAN**

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**NORTHAMPTON COUNTY  
LOCAL GOVERNMENT**

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## ARTICLE II: THE POSITION CLASSIFICATION PLAN

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### **Section 1. Adoption**

The Position Classification Plan is from time to time approved by the Board of County Commissioners, and is hereby adopted as the position classification plan for Northampton County Local Government.

### **Section 2. Administration of the Position Classification Plan**

The 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 the need for new positions (See **A**). Significant changes in the nature of duties, responsibilities, or working conditions affecting the classification of an existing position may result in reclassification. (See **B**.)

- A. **New Positions:** Once the County Manager reviews the request for a new position, he/she recommends the new position(s) to the Board of County Commissioners for approval. The Human Resources Director may allocate the new position to the appropriate class within the existing classification plan or recommend that the Board of Commissioners amend the position classification plan to establish a new class to which the new position may be allocated.
- B. **Reclassifications:** When the County Manager or Human Resources Director identifies 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, recommend that the existing class specification be revised, reallocate the position to the appropriate class within the existing classification plan, and 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.

### **Section 4. Amendment of the Position Classification Plan**

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 the Human Resources Director.

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### Section 5. Exemptions

#### A. Employees under the Office of Human Resources

All positions within the Department of Social Services, the Health Department, and the Emergency Management Department are exempt from this Article, The Position Classification Plan. All positions within those departments must be reviewed and approved by the Office of State Human Resources.

#### B. Elected Officials

1. **Register of Deeds:** The Register of Deeds will be elected at a Grade 71/Step 17, and will have full access to County benefits (including medical/hospitalization, dental/vision, life insurance, and voluntary benefits); however, the Register of Deeds will not be eligible for the accrual of leave time or merit increases.
2. **Sheriff:** The Sheriff will be elected at a Grade 77/Step 17, and will have full access to County benefits (including medical/hospitalization, dental/vision, life insurance, and voluntary benefits); however, the Sheriff will not be eligible for the accrual of leave time or merit increases.
3. **County Board of Commissioners:** The County's Board of Commissioners will be elected at a Grade 99, and will have full access to County benefits (including medical/hospitalization, dental/vision, life insurance, and voluntary benefits); however, the County's Board of Commissioners will not be eligible for the accrual of leave time or merit increases.