

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 18.1	Page 1 of 1
	<b>SUPERSEDES:</b>	<b>DATE ISSUED:</b> January 1, 2006
<b>SUBJECT:</b>  Reclassifications	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

## 18.1 Reclassifications

Reclassification can occur in several ways. The most common is the reclassification of an entire class of workers. Reclassification can also take place when the work performed on a particular job changes substantially over a period of time. Often these changes take place when new technology is introduced, or a mission of a section is changed in response to changing legislation. A third type of reclassification is done for individuals whose jobs change through design or evolution. Reclassification is generally initiated through independent, outside review, but can be initiated at the request of the individual, supervisor, Department Director, or County Administrator.

If an individual, supervisor, or Department Director initiates a request for a reclassification it will be accompanied by written supporting documentation. Upon approval by the Department Director, the request will be forwarded to the County Administrator. Reclassifications do not take place independent of consideration of other positions within the overall classification system.

When a request for reclassification is received and approved by the County Administrator, a questionnaire should be completed by the incumbent(s) under review. A job analysis shall be conducted with the individual(s) being considered for reclassification, or with a representative number of people if the reclassification request was for a number of people in the same job title. Key questions concerning critical job factors should be answered to assist in determining the proper level within the overall pay and classification system. The analysis of all the information is then compared to the current position descriptions for the various classification levels and weighted to determine the correct classification assignment. If it is determined that a reclassification of an individual is justified, the County Administrator will direct appropriate action to finalize the request.