



<b>Policy 3.6</b>	<b>Job Evaluations/Headcount Title Changes</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12, 7/9/13			

## **Job Evaluations/Headcount Title Changes**

**3.6**

### **POLICY**

It is the policy of DuPage County to provide compensation policies and procedures that are objective and equitable. In order to maintain these standards, job evaluations will be conducted by the Human Resources Department as deemed necessary.

### **ELIGIBILITY**

- All employees under County Board Jurisdiction regardless of employment status.

### **GUIDELINES**

- A. Job Evaluation:** A job evaluation is a comprehensive review of an existing or new position to determine the appropriate classification, Hay pointing and salary grade.
- B. Headcount Title Change:** A headcount title change is an adjustment from one existing position to another existing position.
- C.** The same position should not be evaluated more than once within a twelve (12) month period.

The Human Resources Department will evaluate the content of all positions and assign existing or newly created classes or make appropriate changes to the classifications.

### **PROCEDURES**

1. A Department's approved headcount is developed in accordance with Finance budget policies. Departments are responsible for maintaining an annual staffing plan which includes a list of budgeted positions.
2. Requests for changes to a Department's budgeted headcount shall be initiated by the Department Head through a written request to the Director of Human Resources describing the change in position responsibilities or qualification which justifies the requested change. The Human Resources Department will review the request and determine if the request necessitates a job evaluation or headcount title change. This review process may include completion of position description questionnaires or

interviews with the employee and/or manager to better understand the changes in the responsibilities of the job.

3. If the Human Resources Department determines that the position should be reclassified to an existing position, a headcount title change will be initiated. Otherwise, a job evaluation will be conducted, a job description shall be developed and a salary grade shall be assigned based upon the Human Resources Departments' analysis. In situations where the outcome of the headcount title change or job evaluation results in a change to the employee's salary grade, the Department Head may recommend an appropriate and equitable salary adjustment with the assistance of Human Resources. The employee's salary will be within the salary range of the new position. All recommendations for headcount title changes and/ or job evaluations along with salary adjustment recommendations shall be reviewed by the DuPage County Finance Department for analysis of financial impact.
4. In cases where the recommendation results in a change to the Department's budgeted headcount, the Department shall submit a headcount revision form and resolution to the County Board for approval.
5. In cases where a salary increase is recommended, the Department shall submit the recommendation to the County Board for approval through the Placing Names on Payroll Resolution.
6. An employee whose position is re-evaluated will not be required to serve a probationary period and will continue to receive performance appraisals in accordance with Policy 3.7: Performance Appraisals.