

# 11. Classification Plan

The classification plan is based on a systematic review and analysis of the duties and responsibilities of all positions in the Supreme Court classified personnel system. Classification is based on a variety of factors including duties performed, scope and level of responsibilities assigned, the nature and extent of supervision received and/or exercised, and the knowledge, abilities and skills required. Positions having similar duties and responsibilities are grouped into classes or occupational groupings and are assigned to a salary grade.

## A. Job Reclassification

When a position's duties have significantly changed, the Administrative Office, an employee's supervisor, or a manager who is higher in the reporting chain, may initiate a reclassification request to be submitted for administrative review. The employee's supervisor shall complete a position description questionnaire (PDQ) to be reviewed and commented upon by local management, submitted to Personnel for review and necessary investigation, and then to the Court or Probation Administrator for approval. Reclassifications may not be requested more frequently than once a year. It is a supervisor's responsibility to monitor changes in duties and/or responsibilities to maintain appropriate classification assignments.

Any reclassification to a higher salary grade shall result in a salary increase to the minimum permanent rate of the new job classification or 5% above the employee's current salary, whichever is greater. Any reclassification to a lower salary grade may result in a salary decrease of 5% for each salary grade, with no greater than a 20% decrease, unless the rate is more than the maximum rate of the new classification.

*Amended 7-16-03; amended 7-9-15; amended 10-12-16; amended 5-10-17.*

## B. New Job Classifications

When a proposed new position does not fit within existing job classifications, a supervisor may submit a request for a new job classification, accompanied by a Position Description Questionnaire (PDQ), to Personnel. New classifications will be created and submitted for review by the Court Administrator and Probation Administrator, followed by Supreme Court approval.

*Amended 7-9-15.*

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