

CLASSIFICATION & RECLASSIFICATION OF POSITIONS

When an elected official / department head finds it necessary to create a new position or significantly change an existing position, he / she shall describe the position or change in writing with an explanation and submit it to the County Administrator.

The County Administrator shall evaluate the proposal and make his / her recommendation to the elected official / department head and the Board of Commissioners. The County Administrator may utilize resources and consultants (within the county budget) as necessary to carry out his / her evaluation of the proposal.

If the recommendation is to change an existing position or create a new position, the Board of Commissioners shall have the final vote as to the recommendation and funding.

Adopted: December 9, 1993
Amended: _____ , 2021