

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY I**

Title: **CLASSIFICATION PLAN**

I. OBJECTIVE

To provide a uniform and objective system for classifying positions in the Career and Appointive Service and establish proper relationships between classifications on the basis of difficulty of duties, levels of responsibilities and minimum qualifications to assure the concept of equal pay for equal work.

II. DIRECTIVES

A. CLASSIFICATION PLAN

The Office of Human Resources shall maintain a classification plan such that each position in the class is similar in degree of difficulty and level of responsibility; can be given the same class title; requires basically the same level of training and experience; and are of relative value and therefore deserves the same pay range. All new classifications shall be approved by the County Manager prior to implementation.

Working titles for any position may be assigned by the appointing authority.

B. JOB DESCRIPTIONS

Each position shall have a written job description describing the characteristics of the position, examples of typical duties, the required minimum knowledge, skills, training, abilities, experience and any special qualifications necessary. Job descriptions shall not be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of an appointing authority to assign other duties which are similar and related to the work.

C. ALLOCATION OF POSITIONS TO THE APPOINTIVE SERVICE

1. The Appointive Service shall consist of the following:
 - Commission office staff appointed by a County Commissioner
 - The County Manager
 - Assistants to the County Manager, in the operation of his immediate office
 - Assistant County Managers
 - The County Attorney and all of his appointees
 - Administrative Officers II, III, IV and V

CLASSIFICATION PLAN POLICY (continued)

- Members of advisory boards, commissions, councils and committees appointed by the Board of County Commissioners or the County Manager
 - Persons under contract to conduct special studies or perform special services
 - Persons employed in casual employment for brief periods or a limited period with a defined expiration date not to exceed 1040 hours of work in any twelve (12) consecutive calendar months. Any extension of a temporary period of employment beyond these limits shall be approved by the County Manager or his designee.
 - Volunteers
 - Special project and grant funded employees
 - Employees of other Constitutional Officers
 - Any such other managerial, professional or technical positions as shall be determined by the Board of County Commissioners.
2. No new classes shall be designated as a part of the appointive service unless they comply with the intent of the personnel ordinance.
 3. Any new classes assigned to the Appointive Service shall be approved in open session by majority vote of the Board of County Commissioners.

Effective Date: 08/08/2001