



County of Los Angeles CHIEF EXECUTIVE OFFICE

POLICY/PROCEDURES/GUIDELINE

Subject: CLASSIFICATION PROGRAM ADMINISTRATION	Approved By: Sachi A. Hamai, <i>Sachi A. Hamai</i> Chief Executive Officer Effective Date: September 27, 2018
Policy Number & Filing Instructions: Policy No.: CL-004 Name of Policy: Classification Program Administration	Distribution: All CEO Employees
Policy Last Updated: January 15, 1999	

References:

Americans with Disabilities Act – 1991; Equal Pay Act of 1963; Fair Employment and Housing Act; Los Angeles County Charter, Article IX, Section 35. Civil Service Rules; Los Angeles County Code, Chapter 2.08 – Department of Chief Administrative Officer; Los Angeles County Code, Chapter 5 – Civil Service Rule 2.11-2.12, 5.01-5.06; Title I – Civil Rights Act of 1991; Title VII of Civil Rights Act of 1964.

PURPOSE

This policy is established to provide uniform policies, procedures, and guidelines to be applied in the administration and maintenance of the classification program and to serve as a technical resource for line department staff in administering departmental classification activities.

POLICY

It is the policy of Los Angeles County that the administration and maintenance of the Classification Program (Program) shall be consistent with Civil Service Rules (CSR), Charter provisions, Chief Executive Office (CEO) guidelines, and federal and State laws relating to equal pay and nondiscrimination. In addition, as a merit system employer, the Program shall promote the merit system principles of fair and equitable treatment of all employees.

I. DEFINITIONS (for the purpose of this policy)

Class: "Class" means a position or a group of positions bearing the same title.

Classification Plan: The official structure of the County of Los Angeles classification system based on the evaluation and categorization of positions according to the nature and level of work performed. The plan includes the classification specifications with classification standards for allocation, program policies, procedures, regulations, and other official documents used to administer the system. Classification "Plan," "Program," and "System" are used interchangeably.

Classified Service: "Classified service" means all offices and positions in the civil service of Los Angeles County except those in the unclassified service, as enumerated in Section 33 of the County Charter.

Position: "Position" means any office or employment in the classified service of the County requiring the full-or part-time employment of one person.

Schedule A: The schematic outline of all classes arranged by service, series, and groups comprising various occupations, professions, or activities.

Service: A service is the largest grouping within classification plan comprising all series within related occupations, professions or activities; or a number of class series related by broad similarity of work (e.g., health service, fiscal, clerical, administrative, and special services, and artisan and mechanical services).

Series: A series is a unit of the classification plan comprising all classes within a given occupation, profession, or activity with ascending levels of responsibility. It may include groups of classes or classes only (e.g., Lifesaving Series, Fire Protection Series, Professional Engineering Series, and Psychology Series).

Group: A group is a unit of the Classification Plan comprising all classes within a particular subdivision of an occupation, profession, or activity. *For example:* The Dental Assistance Group is part of the Dentistry Series. The Dentistry Series is part of the broader health services occupational service.

Schedule B: The official description (class specification) of duties, responsibilities, and qualifications (minimum requirements) of each class.

For additional classification-related definitions, refer to PPG 305: Classification Principles, Concepts, and Terms.

II. GENERAL GUIDELINES

CLASSIFICATION PROGRAM ADMINISTRATION

The CEO has responsibility for the management and administration of the Classification Program that includes establishing goals and objectives; developing policies, procedures, and administrative systems; and providing technical guidance and support to line departments on all classification related matters.

The Classification Plan (Plan) is mandated by the Los Angeles County Charter and serves as the foundation for the development of the Classification Program. The specific elements and uses of the Plan are discussed later in this section.

A. The Classification Plan Framework

A classification plan is the systematic approach to identifying, describing, and organizing the different kinds of work being performed in an organization and then grouping similar positions into classes based on shared characteristics, such as the kind and level of work performed. All established classes are then arranged into occupational services, series, and groups.

Los Angeles County Charter and CSR 5 provide for the establishment of the Plan and authorize the Chief Executive Officer to develop, implement, administer, and maintain the Plan. The Plan represents the official structure of all the classes that have been established in the classified service and the class specification for each class and for administering and maintain the system. Classes in the classified service are covered by provisions of the CSR; classes in the unclassified service are positions designated by Section 33 of the Los Angeles County Charter and are not covered by CSR.

In addition, CSR established two fundamental systems to define and maintain the current Plan structure:

1. Schedule "A" - The schematic outline of all classes arranged by service, series, and groups comprising various occupations, professions, or activities. This is the listing of County classes and salaries arranged by Item Number order and reflects job families. Example:
 - a. Service – Protection and Safety Service
 - b. Series – Lifesaving Series
 - c. Group – Ocean Lifeguard Group
 - d. Classification – Rescue Boat Captain
2. Schedule "B" - The official description (class specification) of duties, responsibilities, and qualifications (minimum requirements) of each class.

The Board of Supervisors approves the establishment of new classes, deletions, title changes, and item number changes of existing classes to implement modifications to Schedule "A."

B. Policy Statements and Program Standards

1. The Chief Executive Officer shall establish and maintain a uniform Plan applicable to all positions in the classified service.
2. There shall be consistent and equitable allocation of positions to classes based on comparable difficulty and responsibility across all departments.
3. All positions that are sufficiently similar as to the kind and level of duties, responsibilities, and qualifications shall be allocated to the same class and descriptive title.
4. All classes involved in the same character, but differing as to level of difficulty and responsibility, shall be placed into the same series or group (e.g., Procurement Aid, Procurement Assistant I, Procurement Assistant II, and Procurement Assistant III classes are within the Procurement Group, which is within the Supply Series).
5. All series within a broad occupational field shall be assembled into the same service (e.g., The Agriculture, Fire Protection, and Forestry and Park Maintenance Series are all within the land and resources service).
6. The schematic outline that arranges all established classes by services, series, and group shall be maintained in Schedule A.
7. Each class shall be defined by an official class specification that describes the duties, responsibilities, qualifications, and allocation factors and shall be maintained in Schedule B.
8. The classification system shall not be utilized to resolve perceived pay inequities or other compensation issues. Such issues shall be handled as a compensation related matter rather than a reclassification request.
9. New classes will be established if no other viable alternative exists.
10. Classes in the Plan will be reviewed by CEO, with the cooperation from line departments, on a systematic and ongoing basis to maintain the integrity of the classification system.
11. CEO and line department management will continually identify opportunities to establish broad generic classes that may include specialty

requirements to allow departments flexibility in recruiting specialists from generic classifications, consolidate duplicate and redundant classes, and delete obsolete classes in an effort to reduce the total number of classes in the Plan to an optimum level.

C. Legal Basis for the Classification Plan

The legal basis for the Plan is authorized in the following CSR and Charter provisions. In addition to specific County provisions of law, the Plan must comply with federal and State regulations on classification related matters.

1. County Charter, Article IX, Section 35

The Rules of the Civil Service System shall provide "for the establishment and maintenance of a classification plan and the classification of all positions that are included in the system."

2. CSR 5.01(A)

The Chief Executive Officer shall "classify all positions in the classified service, maintain a schematic list of all classes in the classification plan, and prepare and maintain specifications for each class."

The classified service is defined as "all positions in the civil service of Los Angeles County, except those in the unclassified services as enumerated in Section 33 of the Charter."

3. CSR 5

Civil Service Rule 5 sets forth basic classification principles and policies to govern the development, administration, and maintenance of the Plan. It includes sections on:

- a. Standards for the classification of a position (5.01);
- b. Classification schedules (5.02);
- c. Administration of position classification (5.03);
- d. Delegation to other departments (3.03);
- e. Reviews and appeals (5.04); and
- f. Effect of classification on the incumbent (5.05).

D. Purpose of the Plan

The Plan serves as a management tool and provides a systematic approach to the equitable and efficient handling of human resources management and other organizational functions. The Plan:

1. Enables the County to deal with large numbers of employees and a multitude of different kinds of jobs in a systematic, equitable, and efficient manner.
2. Facilitates planning and budgeting by providing a common language to be used in all official County documents.
3. Provides a basis for compensation - equal pay for equal work. Classification clarifies the relative value of the various positions in the County. It also describes positions so salary rates can be compared to salaries of comparable positions in other jurisdictions. It is important to note that the Plan is quite separate from the setting of salaries or wage rates. However, it serves as the foundation for establishing a sound wage and salary program.
4. Supports departmental reorganization, restructuring, and redesigning activities by providing the flexibility to reclassify existing positions, allocate new positions, and delete obsolete positions.
5. Provides a basis for employee selection based on minimum requirements. Descriptions of classes and their minimum requirements provide a standard against which applicants can be evaluated. When positions are grouped into classes, employees for several positions may be selected at the same time and by the same means.
6. Serves as a foundation for other human resources management functions such as:
 - a. Performance Management;
 - b. Workforce Planning (strategic recruitment, career planning, employee development, succession planning);
 - c. Employee Relations and Labor Negotiations; and
 - d. Americans with Disabilities Act compliance and Return-to-Work Assessments.

E. Shared Classification Program - Roles, Responsibilities, and Authority

CSR's provide broad policy framework for the administration of the Program and includes designated classification activities to be performed by the Chief Executive Officer. While CSR 5 details the classification duties and responsibilities of the Chief Executive Officer, the actual administration and maintenance of the Program is a shared process between CEO and line departments through CEO's delegation of certain operational activities to line departments (CSR 3.03).

The shared classification program is designed to facilitate the active involvement of line departments in the classification process, enhance management's ability to respond to priority classification needs, and promote the efficient delivery of effective County programs and services provided to the public. CEO and line departments are accountable for maintaining the integrity of the Program by insuring classification allocation decisions, appointments, and organizational design of work meet established standards.

1. CEO

The CEO Classification Section is assigned responsibility for the administrative and operational management of the Program. In this role, CEO's responsibilities are to:

- a. Establish policies, procedures, and standards to govern the administration of all classification activities including shared activities in line departments;
- b. Provide consultation to department staff in the administration of the Program, the conduct of classification studies, interpretation of classification standards, development of minimum requirements, and other aspects of the Program;
- c. Review and approve line departments' classification findings of delegated classification studies and class specification revisions;
- d. Initiate and/or conduct major classification studies in a single department or countywide classification studies in partnership with line department(s);
- e. Approve new classes as a result of classification studies and recommend appropriate salary levels;
- f. Assess requests for major changes to line departments' organizational structure including new functions and organizational units and assist

department with determining the appropriate organizational design and staffing resources needed to meet strategic goals, departmental mission, and Board priorities;

- g. Review departmental requests for new positions during the annual budget process, determine if the duties of the requested position are commensurate with the level of position requested, and recommend allocation of positions to the Board of Supervisors for final approval;
- h. Provide technical classification training to line departments' staff to ensure uniformity and the ongoing effectiveness of the Program;
- i. Make changes in Schedules A and B when necessary to meet the needs of the service (CSR 5.02);
- j. Prepare Board letters and appropriate ordinances that implement general classification actions and update departmental staffing provisions to reflect positions allocated, deleted, and transferred during the annual budget process, for review and approval by the Board of Supervisors; and
- k. The Department of Human Resources to review, analyze, and respond to appeals submitted under CSR 5.04.

2. Line Departments

Departments participate in the administration of the Program. Department management identifies the work to be performed, designs the job, and proposes the organizational structure in which work functions occur. The specific design of the organization and assignment of work to positions serves as the basis for the structure of the Program.

In administering the delegated operational activities of the Program, departments are accountable for adhering to applicable CSR, State, and federal laws and established standards, policies, and procedures established by the CEO. Department management may develop department-specific guidelines and procedures to administer the day-to-day classification activities.

Specifically, departments will:

- a. Adhere to CEO's policies and standards for the conduct of classification studies, new budget allocations, class specification revisions, and recommendations for new classes;

- b. Identify classification and organizational-related departmental priorities and communicate to CEO Classification in advance of implementation;
- c. Conduct classification studies requested by individual employees or their representatives for positions and submit classification findings and recommendations to the CEO Classification Section for review and final approval;
- d. Ensure there is internal consistency in the classification levels and payroll titles for employees with comparable work assignments and organizational relationships;
- e. Initiate and conduct classification studies whenever substantial changes in a position's duties and responsibilities occur (e.g., changes in the essential duties or core functions of the class, scope and level of responsibilities, type or level of required competencies – knowledge, skills, and abilities) or when new positions are established and make a recommendation for allocation to CEO;
- f. Comply with Memoranda of Understanding articles which pertain to a classification study request initiated by a represented employee (e.g., acknowledge receipt, provide estimated time of completion, and follow-up with progress report);
- g. Assign staff who are involved in classification activities to attend training conducted or coordinated by the CEO;
- h. Recommend the establishment of new classes to the CEO Classification Section (*Refer to PPG 315: Creating a New Class*);
- i. Participate in managing the classification plan by revising class specifications for classes unique to the department and for shared countywide classes with the written consent of other departments who use the class and submit revisions to the CEO for review and approval (*Refer to PPG 305: Guidelines for Revising Class Specifications*);
- j. Review new positions requested in the department's annual budget and submit recommendations to CEO for review and allocation;
- k. Review, analyze, and respond to recommendations and reports prepared by CEO and/or the Auditor-Controller; and
- l. Cooperate with CEO and other departments in the review and development of position classification standards for common County classes.

3. CEO Compensation and Employee Relations Sections

- a. Administer the compensation program for represented classes and direct the consultation with bargaining units for major classification actions; and
- b. Resolve salary inequity issues for employees represented by a bargaining unit.

DEPARTMENTAL CONTACT

For guidance on specific issues regarding classification program policies and procedures, contact the Chief Executive Office, Classification Section at (213) 974-8481.