

CLASSIFICATION PROCESS & PAPERWORK

All Classification Paperwork to be submitted to Personnel Department in order to be routed for CAO Office approval except board letter/budget items. Only the County Administrator (CAO) (or their delegate Assistant County Administrator or County Budget Manager) are authorized approvers.

Communication with CAO Analyst prior to submission is required in order to work through funding details. Increases in position cost may require prior board approval at the discretion of the CAO.

<i>TRANSACTION</i>	<i>REQUIRED PAPERWORK</i>
New Position FTE (including limited term)	Board Letter or Budget* <ul style="list-style-type: none"> • Short Form PDF – PER65AF • Before Org Chart • After Org Chart • Physical / DMV Questionnaire • Bilingual Designation – PER 59 (If Applicable)
Vacant Reclass	<ul style="list-style-type: none"> • Vacant Position Reclassification Form** • Short Form PDF – PER65AF • Before Org Chart • After Org Chart • Physical / DMV Questionnaire • Bilingual Designation – PER 59 (If Applicable)
Filled Reclass Initiated by Department	<ul style="list-style-type: none"> • PER 3116** • Long Form PDF – PER65BF • PER 66 – For Supervisory Positions • Before Org Chart • After Org Chart • Physical / DMV Questionnaire
New Classification	<ul style="list-style-type: none"> • New Classification Form** • Short Form PDF – PER65AF • Proposed Job Specification

	<ul style="list-style-type: none"> • Proposed Salary Information • Before Org Chart • After Org Chart • Physical / DMV Questionnaire • Bilingual Designation – PER 59 (If Applicable)
Revise Existing Job Specification	<ul style="list-style-type: none"> • Class Specification Revision Form • Revised Job Specification (Strike/Delete Version)
Alternate Staffing of Position	<p>Memo from Department to Personnel & CAO Office– CAO Office must sign off for funding prior to alternate staffing of position.</p> <p>(Personnel will route to CAO Office after an initial review of the request)</p>
Index Code Changes	<p>Memo from Department to Personnel & CAO Office with class title, position code, dept/div/sec, and incumbent information.</p> <p>(Personnel will route to CAO Office – CAO Office must sign off for funding in new index code prior to moving the position)</p>
Split and Combine Positions	<p>Memo from Department to Personnel & CAO Office with class title, position code, dept/div/sec, and incumbent information. If position is filled, additional documentation may be required.</p> <p>(Personnel will route to CAO Office – CAO Office must sign off for funding in new index code prior to moving the position)</p>

Position FTE Increase / Decreases	Board approval required at budget time or through mid-year board letter.
Funding Restoration (Funding movement from one position to another (i.e.; move funding from funded position to unfunded position))	Board approval required at budget time or through mid-year board letter. Memo from Department to Personnel & CAO with class title, position code, dept/div/sec information.
Deletions	Board Letter or Budget <ul style="list-style-type: none"> • Memo to Personnel Department with position code(s), dept/div/sec, and status (filled/vacant) listed for deletion. (Note: Filled deletes will trigger layoff provisions)

*Board Letters / Budget action require CAO Office review and approval prior to going to Board.

** PER 3116, Vacant Position Reclassification Form, and New Classification Form requires sign off by CAO Office for funding

Note: Additional information and forms may be required at the request of the Personnel Department and/or County Administrative Office.

Rev: 12/9/24