

**SANTA CRUZ COUNTY
PERSONNEL ADMINISTRATIVE MANUAL**

Topic: CLASSIFICATION REPORT FORMAT	Date Issued: Dec. 21, 1990
Section: CLASSIFICATION	Date Revised: Nov. 1, 1993
Number: III.4.	Sept. 1999
	May 2023

PURPOSE:

To define the information documented in the Classification Report.

POLICY:

- I. Classification studies will be documented in a standard format.
- II. The elements of the report are described below:

CLASSIFICATION (AND SALARY) REPORT

Date: (Date of the report)

Department/Division: (Dept/Div name, or County-wide as appropriate)

Classification(s): (Existing titles prior to the study along with any class title changes noted)

Position(s)#/Incumbent Name(s): (List here unless large study, in which case attach an allocations listing)

Personnel Staff Assigned: (List those staff members working on the study)

REQUEST/BACKGROUND:

(In narrative form, describe the department or incumbent request, and the background of the study)

CLASS COMPARISONS:

Eight County Comparison: (Indicate which counties had comparable classes. Agreement should be reached with departments on which are comparable. Attach copies of class specs for each considered comparable and for those where there is disagreement with departments.)

- Contra Costa
- Marin
- Monterey
- Napa
- San Mateo
- Santa Clara
- Solano
- Sonoma

Internal Comparisons: (Indicate which SC County classes were comparable and attach copies of class specs. Agreement should be reached with departments on comparable classes.)

FINDINGS:

(In narrative form, describe the findings of the study and the justifications for the recommendations below. Note: In large studies that have independent or lengthy components, "Findings" may be listed by area and/or function, with the "Recommendations" immediately following each finding.)

RECOMMENDATION:

(In narrative form, briefly summarize the recommended action/s)

STUDY METHODOLOGY/PROCESS: (The section below documents dates)

- Board authorized or request received:
- Class study assigned to analyst:
- CAO approval requested for class study:
- CAO approval received for class study:
- PDF sent to department:
- PDF completed/returned:
- Audits/interviews:
- Spec revision:

- Draft recommendations:
- Equal Employment Opportunity Office review:
- CAO approval requested to implement class:
- CAO approval received to implement class:
- Department agreement on class study:
- Union agreement on class study:
- Class and/or comp info to ERSAs for salary:
- CAO approval requested for comp study:
- CAO approval received for comp study:
- CAO approval requested to implement comp:
- CAO approval received to implement comp:
- Dept agreement on comp:
- Union agreement on comp:
- Effective date:
- Board approval:
- Civil Service Commission Report:

ATTACHMENTS:

Provided by ESD staff:

1. Class specification
2. Allocation factors (if necessary in addition to the class specification distinguishing characteristics)
3. Career ladders/lattices (Internal Comparison Charts) (show 5th step-hourly amounts and percentages between classes)
4. Incumbent allocation listing (included in larger studies)

Provided by ERSAs staff:

1. Cost of implementation
2. Board letter or Civil Service letters required (List specific codes that apply to the study)

Established by ERSAs staff:

- Class code:
- EEOC category:
- Workers' Compensation code:
- Salary range assigned:
- Steps in the salary range:

- Bargaining unit:
- Occupational grouping:
- Benchmark comparison:

PROCEDURE:

(NOTE: All class/comp study procedures are followed in accordance with those specified in PAM Section III.1.)

1. Copies are forward to Employee Relations/Salary Administration Division staff where there is a salary review required.
2. At the completion of the salary review, ERSA staff note codes as appropriate and return the reports, along with required attachments to appropriate PSD staff for final draft of specification, final report draft and the closing out of the study.
3. ESD staff prepare PAN forms to update the budgeted position file.
4. ERSA staff prepare computer input forms to update salary tables.