

PROCEDURE: Position Audit Procedures

RELATED POLICY & NUMBER: 4.1 - Classification

ISSUE (REVISION) DATE: 7/13/2022

PROCEDURE: 4.1b

REPLACES: 7/1/14

Employee

- a) In order to request a position audit, the initiating employee or department must complete a Position Audit Request form. Audit forms can be accessed at https://www.mcoho.org/departments/human_resources/forms.php.
- b) The initiating employee or department must send the request form to the County Human Resources Department.
- c) The initiating employee or department will complete a Position Audit Questionnaire and/or Position Description supplied by the County Human Resources Department.
- d) The initiating employee or department should be aware that copying a specification, when completing the form(s), will not serve as a substitute for an actual listing of current job duties.
- e) The completed form(s) is returned to the County Human Resources Department.
- f) The County Human Resources Department will determine additional information and/or documentation requirements.

County Human Resources Department

- a) The County Human Resources Department will review the position audit request and take the appropriate action.
- b) After receiving the completed form(s), an on-site interview may be scheduled with the incumbent and supervisor.
- c) Upon making a determination, the County Human Resources Department will submit a recommendation to the department director.
- d) The County Human Resources Department may reconsider and amend its recommendation, provided new information is received from the department head, supervisor or employee that constitutes a significant factor in determining classification. The new information must be appropriately documented and must be received within thirty (30) calendar days of the receipt of the original recommendation.

Department/Supervisor

If the audit recommendation indicates a change in classification, the department must submit a Personnel Action form reassigning the incumbent to the new classification within thirty (30) calendar days unless an appeal has been filed.

Board of County Commissioners

The Board of County Commissioners must approve the reassignment and any corresponding change prior to enactment.