

RULE 12 - CLASSIFICATION PLAN

12.01 CLASSIFICATION PLAN

A. The Classification Plan, as approved and adopted by the Council upon recommendation of the Sheriff and Director, shall include an appropriate title and a class specification for law enforcement officers.

B. From time to time, at the recommendation of the Sheriff in consultation with the Director of Human Resources, the Council may classify or reclassify positions, and revise standards and qualifications of all positions so classified. Where any such action is taken, the Council shall determine in each instance whether the positions affected are to be reallocated to another class or classes after taking into consideration the duties and responsibilities, qualifications, performance standards, and other related criteria before and after the change. All proposed changes shall be placed on the Council's agenda. The Council may also recommend schedules of salary and other compensation payable for the officer classifications to the Board of Supervisors.

12.02 INTERPRETATION OF CLASS SPECIFICATIONS

A. Class specifications are descriptive and explanatory and are not restrictive. They are designed to indicate the kinds of positions which should be allocated to the several classes as determined by their duties or responsibilities and shall not be construed as describing what the duties or responsibilities of any particular position shall be. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are similar in kind or quality. The language of class specifications is not intended to be all inclusive or restrictive and is not to be construed as limiting or modifying the authority which the Office has to take from, add to, eliminate entirely, or otherwise change duties and responsibilities, to assign duties or delegate responsibility to employees, or direct and control their work. Material and permanent or indefinite changes in the duties and responsibilities of a position must be reported and approved by the Director.

B. Minimum qualifications are comprehensive statements of the minimum background as to education, experience, and other qualifications which will be required in all cases as evidence of an Applicant's ability to perform the work properly. When minimum qualifications are increased, the educational requirement shall not act against incumbents of the class as to their eligibility for

promotion consideration unless the change specifically establishes an educational degree, license, registration, board certification or similar evidence of a specific requirement as a qualification for the class; all subsequent Applicants for the class must qualify under the changed minimum qualifications.

Although not expressed in the class specification, all persons applying for or holding any position in the Office shall be required to meet the following general qualifications: integrity, honesty, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume and fulfill the responsibilities of the employment, good health, and physical and mental abilities compatible with the work assignment. Where the position requires the operation of a motor vehicle, the Applicant or law enforcement officer must have a valid Arizona operator's license and shall operate the vehicle in conformance with the applicable motor vehicle laws. These qualifications shall be deemed to be part of the minimum qualifications of each class specification and need not be specifically set forth therein.

12.03 CLASSIFICATION ADMINISTRATION

A. Allocation Factors: Every position in the Office shall be allocated by the Director, after consultation with the Business Liaison and Sheriff, to the appropriate class in the Classification Plan. The allocation of a position to a class shall derive from and be determined by the duties and responsibilities of the position and shall be based on the principle that all positions shall be included in the same class if:

1. They are sufficiently similar in respect to duties and responsibilities that the same descriptive title may be used;
2. Substantially the same requirements as to training and experience, knowledge and ability are demanded of incumbents;
3. Substantially the same test of fitness may be used in choosing qualified appointees; and,
4. The same schedule of compensation can be made to apply with equity.

B. Allocation of New Positions: The Director shall allocate each new position to a class upon hiring notification from the Sheriff. The Director may study the Office to the extent necessary to determine the proper allocation.

C. Reallocation of Existing Positions: Upon recommendation of the Sheriff, the Director shall reallocate the classification of an existing position when a material

and permanent change in the duties or responsibilities of the position occurs. Such reallocated position will be filled by competitive examination in accordance with the rest of these Rules.

12.04 TITLE OF POSITION

The class title of a position shall be used to designate such position in all budget estimates, payrolls, or other official records, documents, vouchers, and communications in connection with all human resource processes.

12.05 OFFICIAL COPY OF CLASS SPECIFICATIONS

The Director shall maintain a master set of all approved class specifications. Such specifications shall constitute the official class specifications in the Classification Plan. The copies of the specification for each class shall indicate the date of adoption or the last revision of the specifications for such class. Class Specifications shall be available for inspection by the law enforcement officers or the public at all times.

12.06 SUPERVISION OF EMPLOYEES

All positions assigned classifications as provided by this Rule, shall be supervised by a sworn, paid law enforcement officer, in all enforcement activities requiring peace officer status.