

Campbell County Fire Department Policy

General Administration

Position Evaluation



900.303

PURPOSE:

It is the policy of Fire Department to evaluate all positions in order to establish a consistent basis for measuring and ranking the relative worth of each job.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. The County's Personnel Committee in conjunction with the Commissioner's Office is responsible for developing and administering the Position Evaluation Plan.
- B. Written job descriptions should be prepared for each position in the Fire Department by the Comptroller and/or Fire Chief. Each job should then be evaluated and ranked using a standardized rating system that measures the job content and/or the worth of the job in the external marketplace, and then it should be placed into a respective job family. In addition, all legal requirements should be reviewed and incorporated into new and revised descriptions (including Americans with Disabilities Act and essential job functions) by the County Attorney and the County's Risk/Emergency Management Offices.
- C. All existing jobs are to be assigned a grade or classification based on their relative worth as determined by the evaluation.
- D. A salary range is to be assigned to each grade classification and providing a spread from Step 1 to Step 16, with a 2.2% change in salary between each step. Employee compensation within any labor grade or classification is based on such factors as merit, length of service, experience, individual productivity, and external market factors.
- E. The County's Personnel Committee and Commissioners Office should evaluate all new positions, and the Fire Department should review on a periodic basis all position descriptions and evaluations to assure that they accurately reflect current conditions. Employees may request that jobs be re-evaluated or that grades or classifications be adjusted. The action of the Board of Commissioners on these requests is final.

Initial Approval: March 28, 2007
Revision Date: 3/16/2011

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Sam Saunders, Chairman

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