

ARTICLE 2

The Classification Plan

Section 201 Adoption

The position classification plan, as from time to time approved by the Board of Commissioners, is hereby adopted as the position classification plan for the County.

Section 202 Allocation of Positions

The County Manager shall allocate each position covered by the classification plan to its appropriate class in the plan.

Section 203 Administration of the Position Classification Plan

- A. The County Manager, or person(s) designated by the County Manager, shall be responsible for the administration and maintenance of the position classification plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Department Heads shall be responsible for bringing to the attention of the County Manager (1) the need for new positions and (2) material changes in the nature of duties, responsibilities, or working conditions affecting the classification of a position.
- B. New positions shall be established upon recommendation of the County Manager with the approval of the Board of Commissioners. The County Manager may (1) allocate the new position to the appropriate class within the existing classification plan or (2) recommend that the Board of Commissioners amend the position classification plan to establish a new class to which the new position may be allocated.

- C. When the County Manager finds that a substantial change has occurred in the nature or level of duties and responsibilities of an existing position, the County Manager with the approval of the Board of Commissioners may (1) direct that the existing class specification be revised, (2) reallocate the position to the appropriate class within the existing classification plan, or (3) amend the position classification plan to establish a new class to which the position may be allocated.

Section 204 Amendment of the Position Classification Plan

Classes of positions shall be added to and deleted from the position classification plan by the Board of Commissioners based on the recommendation of the County Manager.

Section 205 Location of the Position Classification Plan

The Position Classification Plan will be available at the following link for employee review:

<http://www.co.currituck.nc.us/employee-position-classification-plan.cfm>