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## SECTION 6 POSITION DESCRIPTIONS & POINT REVIEWS

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**A. POLICY STATEMENT:** It is the policy of Hubbard County to maintain current job descriptions. Position descriptions should be reviewed on an as needed basis to determine if there have been significant changes, increases, or decreases in the essential job functions, and in job duties associated with a current position.

**B. REVIEW TIMELINE:** Should monumental internal and/or external situations arise such that there is a significant change in a position's essential job functions, the following procedure shall be followed:

- The Department Manager shall request the Coordinator to review the position to determine reclassification necessity.
- If the Coordinator agrees there has been significant change in the position to warrant a review, the Department Manager shall then prepare a revised job description reflecting old and new language and complete an Explanation of Proposed Changes Form as provided by the Coordinator's Office.
- The revised job description and the Explanation of Proposed Changes Form is then included in the Commissioner packet prior to the meeting at which the request for a Classification Committee review is made.

**C. COMPENSATION:** The compensation effective date, of a reviewed position, shall be the date the Board authorizes the Classification Committee review of the requested job description.

If the position is re-rated to greater points than before the approved review, the compensation shall be the next higher rate of pay within the new range and continue to advance as in Section 5 D.3.

**REQUEST FOR JOB DESCRIPTION REVIEW  
AND  
EXPLANATION OF PROPOSED CHANGES**

Along with the proposed job description highlighting the actual changes in the position, please answer the following questions to assist both the Commissioners and the Classification Committee with their review, if directed by the Board.

1. What increases or decreases in responsibilities have there been for this job position? Please list those that have been dropped and those that have been added, and any comments on your perception of the degree of change regarding the net increases/decreases.
  
2. What increase or decrease has there been regarding the supervision of others for this job position?
  
3. What additional areas of expertise or training are required for the changes in the job description?
  
4. Summarize the greatest areas of change -- what really changed & why you believe it to be important. List the most important first, next important 2nd, etc.