

POLICY 825 JOB ANALYSIS AND EVALUATION

1. Purpose. To establish a process of creating a hierarchy that establishes the worth of each job to the organization and is based on the job's content (such as the skills needed, job duties, and working conditions) or its external market value and not on the abilities of the individual performing the job.

2. Job Analysis.
 - 2.1 Department Heads and Supervisors may request a job analysis be performed by Human Resources.
 - 2.1.1 Requests may not be submitted to request a change in salary grade.
 - 2.1.2 Requests should be submitted in writing to the employee's immediate supervisor and should include the reason for the request and what changes have occurred within the position.
 - 2.1.3 Requests must include Department Head approval.
 - 2.2 Human Resources will perform a job analysis of the position and determine if substantial changes have occurred that warrant an update to the job description or a review of the position.

3. Job Evaluation.
 - 3.1 If Human Resources determines substantial changes in the position have occurred, a review will occur.
 - 3.1.1 Job evaluations may be performed internally or submitted to an outside organization for review.
 - 3.2 Upon completion of the job evaluation review, the results will be reviewed with:
 - 3.2.1 Department Head
 - 3.2.2 The Committee(s)
 - 3.2.3 As applicable, the County Board when a fiscal impact occurs.

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Eau Claire County
Employee Policy Manual