

(1) Advise the Personnel Director and the Board of County Commissioners on matters of personnel policy and problems of personnel administration, including but not limited to the development of personnel rules, a job classification plan, a uniform pay plan and salary scale.

(2) Make any inquiry which it may consider desirable concerning personnel administration in the county government, and make recommendations to the Board of County Commissioners with respect thereto.

255G. The Personnel Director shall draft, in consultation with the Personnel and Salary Advisory Board, such rules as may be necessary to carry out the provisions of this sub-title. These rules shall be submitted for adoption by resolution of the Board of County Commissioners. The rules shall have the force and effect of law when adopted. Amendments to the rules shall be made in accordance with the above procedure.

255H. (a) The Personnel Director shall make an analysis of the duties and responsibilities of all positions in the classified service, and he shall recommend to the Board of County Commissioners a job classification plan. Each position in the classified service shall be assigned to a job class on the basis of the kind and level of its duties and responsibilities, to the end that all positions in the same class shall be sufficiently alike to permit use of a single descriptive title, the same qualifications requirements, the same test of competence, and the same pay scale. A job class may contain one position, or more than one position.

(b) Within a reasonable time after the recommendation of the initial classification plan by the Personnel Director, the Board of County Commissioners shall, after public hearing, adopt a classification plan, and direct the Personnel Director to allocate each position to its appropriate class.

(c) The class to which each position is initially allocated following adoption of this sub-title shall be the class in which the employee shall have status conferred on him by Section 255C (d).

255-I. The initial classification plan shall be revised from time to time as changing conditions require, upon recommendations of the Personnel Director and with the approval of the Board of County Commissioners. Such revisions may consist of the addition, abolishment, consolidation, division, re-evaluation or amendment of existing classes.

255J. Classification of the positions and duties to be performed thereunder shall reflect primarily the function of the Department and the performance desired.

255K. The Personnel Director under the direction of the Board of County Commissioners and in consultation with such other administrative officers as may be deemed necessary shall prepare a pay plan and rules for its administration which may be amended in whole or in part from time to time. The rate or range for each class shall be such as to reflect fairly differences in duties and responsibilities.