

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION NO. 2010- 92

A RESOLUTION BY THE CLAYTON COUNTY BOARD OF COMMISSIONERS TO ESTABLISH A POLICY FOR AMENDING EXISTING CLASS SPECIFICATIONS; TO PROVIDE FOR AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, The Board of Commissioners is empowered to create policies and procedures for the management of the County and its employees; and

WHEREAS, several Department Directors have suggested modifications to Classifications and job descriptions; and

WHEREAS, there is a need to ensure that all such modifications to Classifications and job descriptions are consistent; and

WHEREAS, the Board of Commissioners deems it in the best interest of the County to implement a policy for requesting and madding modifications to existing class specifications.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CLAYTON COUNTY, GEORGIA AND IT IS HEREBY

RESOLVED:

Section 1. That the following policy and procedures shall be implemented for requests to modify existing Class specifications:

Clayton County's Policy for modifications and amendments to Class Specifications:

Purpose:

To create a policy to establish the procedures for modifying and/or amending existing class specifications.

Policy:

When a Department Director wishes to modify or amend any portion of a class specification of an existing position, the following steps must be followed:

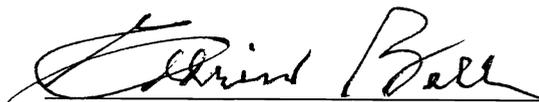
1. The Department Head shall make such request in writing addressed to the Human Resources Director.
2. The request must include a copy of the current class specification and an explanation and justification for the amendment to the class specification.
3. The Human Resources Director will review the request and support the amendment as made or modify the requested amendment. If the amendments are modified, the Department Director will be notified. Once the Human Resources Director and Department Director agree on the amendments, the request for an amendment will be forwarded to the Director of Policy and Planning.
4. Director of Policy and Planning shall review the request for amendment. Upon his approval, or further modification, said proposed amendment will be forwarded to the Chief of Staff.
5. The Chief of Staff will either grant approval or deny the request for the Class Specification changes.
6. The Department Director will be notified of the decision of the Chief of Staff.
7. If an amendment to a Class specification is requested while the position is posted, the position must be reposted reflecting the amendments for a minimum of five (5) business days.

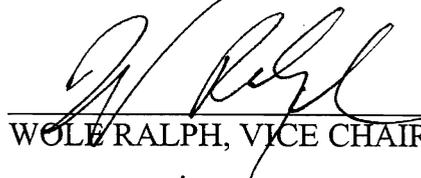
Section 2. All Department Directors or elected officials shall follow the above procedures for making any amendment or modification to Clayton County Class Specifications.

Section 3. That this Resolution shall be effective on the 6th day of April, 2010.

SO Resolved, this 6th day of April, 2010.

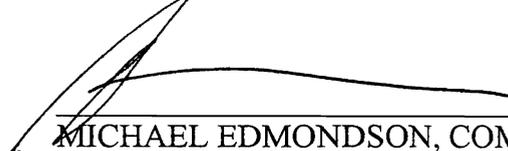
CLAYTON COUNTY BOARD OF COMMISSIONERS


ELDRIN BELL, CHAIRMAN

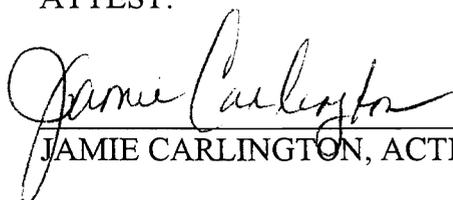

WOLE RALPH, VICE CHAIRMAN


GAIL B. HAMBRICK, COMMISSIONER


SONNA SINGLETON, COMMISSIONER

 *Opposed*
MICHAEL EDMONDSON, COMMISSIONER

ATTEST:


JAMIE CARLINGTON, ACTING CLERK