

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION NO. 2013 – 26

A RESOLUTION BY THE BOARD OF COMMISSIONERS TO UPDATE ITS POLICY FOR AMENDING CLASS SPECIFICATIONS; TO REPEAL CONFLICTING RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

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

WHEREAS, on November 1, 2011, the Board approved Resolution No. 2011-184, regarding its Policy for requesting and making modifications to existing class specifications and job descriptions; and

WHEREAS, the Board desires to update the Policy to reflect changes to procedures for requesting and making modifications to existing class specifications and job descriptions; and

WHEREAS, the Board of Commissioners deems it in the best interest of Clayton County and the County will best be served by updating its Policy for the stated reasons.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS

OF CLAYTON COUNTY, GEORGIA AND IT IS HEREBY RESOLVED

Section 1. Clayton County's Policy and Procedures for requests to modify existing class specifications is amended as follows:

**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 the class specification of an existing position, the following steps shall be followed:

1. The Department Director shall make such request in writing to the Human Resources Director.
2. The request shall include a copy of the current class specification and an explanation and justification for the proposed amendment to the class specification.
3. The Human Resources Director shall review the request. The Human Resources Director may approve the requested amendment, modify the requested amendment or reject the requested amendment.. In the event the Human Resources Director modifies or rejects the proposed amendment the Department Director and the Human Resources Director shall meet and attempt to reach agreement before the proposed amendment is forwarded to the Chairman of the Board of Commissioners.
4. The proposed amendment will then be forwarded to the Chairman. The Chairman shall review the request for amendment along with the Human Resources Director's position. The Chairman may approve the amendment as proposed by the Department Director, approve the amendment with modifications from the Human Resources Director, if any, or deny the amendment.
5. The Department Director will be notified of the decision of the Chairman.
6. 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.

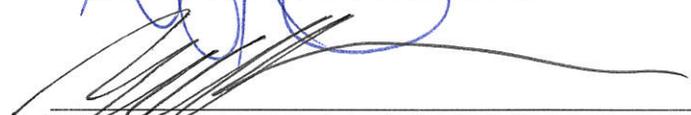
Section 2. All Department Directors and/or Elected Officials shall follow the above procedures for making any amendment or modification to Clayton County class specifications.

Section 3. This Resolution shall be effective on the date of its approval by the Board of Commissioners. All conflicting Resolutions are hereby repealed.

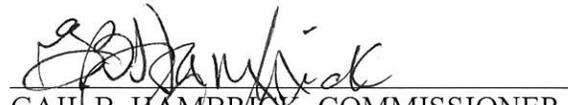
SO RESOLVED this, the 19<sup>th</sup> day of February, 2013.

CLAYTON COUNTY BOARD OF COMMISSIONERS

  
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JEFFREY E. TURNER, CHAIRMAN

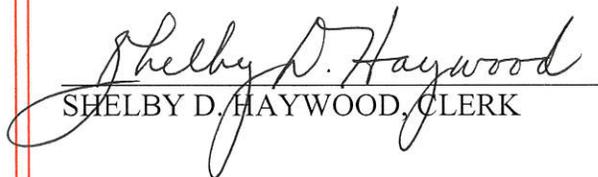
  
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MICHAEL EDMONDSON, VICE CHAIRMAN

  
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SONNA SINGLETON, COMMISSIONER

  
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GAIL B. HAMBRICK, COMMISSIONER

  
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SHANA M. ROOKS, COMMISSIONER

ATTEST:

  
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SHELBY D. HAYWOOD, CLERK