

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION 2011 – 184

A RESOLUTION BY THE BOARD OF COMMISSIONERS TO UPDATE ITS POLICY FOR AMENDING EXISTING CLASS SPECIFICATIONS; 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 April 6, 2010, the Board of Commissioners approved Resolution 2010-92, thereby implementing a Policy for requesting and making modifications to existing class specifications and job descriptions; and

WHEREAS, the Board of Commissioners recognizes the need 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 the County and the County will best be served by updating its Policy for the stated purposes.

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

Section 1. That Clayton County's Policy and Procedures for requests to modify existing class specifications be 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 a class specification of an existing position, the following steps must be followed:

1. The Department Director 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 County Manager.
4. The County Manager shall review the request for amendment and will either grant approval or deny the request for the class specification changes.
5. The Department Director will be notified of the decision of the County Manager.
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 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.

*[SIGNATURES ON FOLLOWING PAGE]*

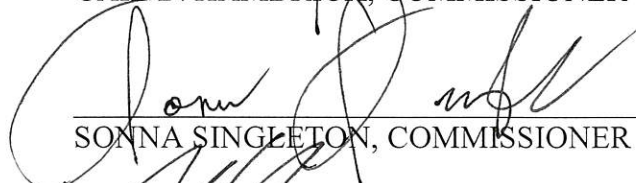
SO RESOLVED, this the 1<sup>st</sup> day of November, 2011.

CLAYTON COUNTY BOARD OF COMMISSIONERS

  
ELDRIN BELL, CHAIRMAN

  
WOLE RALPH, VICE CHAIRMAN

  
GAIL B. HAMBRICK, COMMISSIONER

  
SONNA SINGLETON, COMMISSIONER

  
MICHAEL EDMONDSON, COMMISSIONER

ATTEST:

  
SHELBY D. HAYWOOD, CLERK