

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

JOB CLASSIFICATION AND ASSIGNMENT OF DUTIES

**SECTION 2.08
PAGE 1 OF 1**

- A. All employees are hired into or promoted to positions having a specific job title (classification). The job title refers only to the major responsibilities of a position and is not all inclusive as to duty assignments. Any employee may be required to perform any task relevant to the execution of the statutory responsibilities of the respective SCAA. (Example: An individual with the working title of truck driver could be required to perform any highway maintenance work, preventive maintenance on vehicles, general custodial work around the garage area, etc.).

- B. A classification includes one (1) or more positions within the County that are so similar they can be described by a common classification title, even though positions within the same classification may have different working titles, different position descriptions, and different work duties assigned. Classifications are used for purposes of delegating work assignments and determining compensation levels, order of layoff, and for carrying certified status.

- C. When creating or changing a position, the SCAA shall draft a position description based on an analysis of the duties, responsibilities, essential functions, and qualifications of the position affected. The position description shall then be submitted to the Human Resource Director who shall determine the appropriate classification title to be assigned to the position.