



Cochise County Judicial System

Policy Title: Classification Plan

Policy Number: 4000

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

I. Classification Plan

The Classification Plan, as approved by the Presiding Judge, shall include for each class of positions within the Cochise County Judicial System (CCJS) an appropriate title and a class specification. The Judicial Human Resources Director, or designee, may establish new classifications and divide, combine, alter, or abolish existing classifications.

A. Class Specifications

Class specifications are descriptive, explanatory and are not restrictive. The language of class specifications is not all inclusive and shall not be construed as limiting or modifying the authority which Department Directors have to add or delete duties and responsibilities, so long as such changes fall within the general guidelines of the classification of the position involved.

B. Title of Position

1. The class specification title of a position shall be used in all financial and personnel documents.
2. For purposes of internal administration, agency correspondence or for any other purpose not involving the personnel processes, abbreviations, code symbols or descriptive adjectival title may be used in lieu of the class titles.

C. Minimum Qualifications

Minimum qualifications are statements of the minimum background as to education, experience, other qualifications and any other special requirements of the position which will be required in all cases as evidence of any appointee's potential to perform the work properly.

When minimum qualifications are increased, the additional qualifications shall not be applicable to incumbents of the class as to their eligibility for promotion consideration, unless the added qualification establishes a degree from an educational institution, license, similar added qualification required by law or the duties of the classification. All

subsequent applicants for the class must qualify under all minimum qualifications, including those added pursuant to this rule.

II. Classification Administration

CCJS positions are allocated to an individual job class, or to a group of positions having similar duties, levels of skill and responsibilities based on the position descriptions developed within each department. Class specifications are developed based on these position descriptions. The group of positions allocated to a common class with a set of specifications, or class description, is then assigned to a single pay range within the CCJS compensation plan.

Elected Officials and Department Directors are responsible for ensuring the contents and intent of each classification specification assigned to positions under their direction correctly reflect the duties and responsibilities being performed in each position.

III. Classification Controls

A position shall have been allocated to a specific class before final administrative action can be taken by a Department Director on appointment, transfer, promotion, demotion or change in compensation rate or payment of salary with respect to the position.

IV. Official Copy of Class Specifications (Job Descriptions)

A. Official Class Specifications

Judicial Human Resources shall maintain a master set of all approved class specifications. Such specifications shall constitute the official specifications in the Classification Plan. The copies of the specifications for each class indicate the date of adoption or the last revision of the specification for such class.

B. Issuance of Specifications

Judicial Human Resources shall provide the Department Director with a set of class specifications appropriate to that department. Such class specifications shall be open for inspection by employees under reasonable conditions during business hours.