

# MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 7.1 CLASSIFICATION SYSTEM

EFFECTIVE DATE: 02/09/2017  
REVISED DATE: 07/28/2022

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## 7.11 Classification

A. Nature of the Plan. The Superior Court's classification system, as approved by the Presiding Judge, is a system that provides an inventory of Superior Court positions. The system standardizes job titles and descriptions, each of which indicates a range of duties and responsibilities, knowledge, skills and abilities, and minimum qualifications. The Superior Court Human Resources Manager shall maintain the official classification specifications in the classification plan. The Superior Court Human Resources Manager, at the Department Head's request, may establish new classifications and divide, combine, alter or abolish existing classifications upon approval of the Presiding Judge.

The Superior Court will use the Mohave County classification system as a guide for modification to the Superior Court classification system. The Department Head will seek approval of the Board of Supervisors for any classification change that results in an increase to the department's approved budget

### B. Interpretation of Classification Specifications.

1. Nature and interpretation of classification specifications. Classification specifications are descriptive and explanatory and are not restrictive. The language of classification specifications is not all inclusive and shall not be construed as limiting or modifying the authority of the Department Head to recommend additions, deletions, or revisions of duties and responsibilities, with the assistance of Superior Court Human Resources.

2. Classification title. The classification title of a position shall be used in all employment, financial and personnel documents.

#### 3. Minimum qualifications.

a. Minimum qualifications are the minimum requirements as to education, experience, and special qualifications that are required for each position.

b. When a job classification's minimum qualifications are increased, the educational requirements may not act against incumbents in the classification as to their eligibility for continued employment in the class except where required by law. All subsequent applicants for the classification shall qualify under the changed minimum qualifications.

### C. Classification Administration.

1. Classification factors. Every position in the classified service shall be allocated by the Superior Court Human Resources Manager, after consultation with the Department Head, to the appropriate classification in the classification plan. Positions shall be allocated to the same classification if they meet the following requirements:

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- a. Sufficient similarity with respect to essential job functions, duties and responsibilities, training, experience, knowledge, skills, and abilities.
- b. Same schedule of compensation.

D. Official Position Audit Requests. An employee who believes they are performing duties outside of their classification may file a written request for a review with their Department Head who shall review the situation and take the following action:

1. Resolve the concern through informal discussion with the employee and document the material resolution. Consultation with the Superior Court Human Resources Manager or designated representative may be necessary for clarification of the classification. It is the responsibility of the Department Head to consider all possible options to resolve the situation without causing the employee to work outside of their classification.
2. If the Department Head believes that there is sufficient justification, and upon notification to the Presiding Judge, the Department Head may request, in writing, an official position audit by the Superior Court Human Resources Department. Documentation, in the form of a Position Classification Questionnaire (PCQ) supporting the request shall be forwarded to the Superior Court Human Resources Manager.
3. Upon formal action of a reclassification request, additional official audit requests on the same position may not be submitted more than once during a fiscal year.

## 7.12 Reclassification

Job reclassification ideally should be accomplished during the budget process on an organizational and cost basis. In the event a department realizes a pressing need to reclassify the parameters of a position mid-year, reclassification may be considered on a case by case basis by the Presiding Judge, including consideration of available money to fund the proposed change.

A. Effective Date. The effective date of all classification actions shall be the first day of the pay period following the approval by the Presiding Judge.

B. The pay of a reclassified employee shall be determined through consultation of the Department Head, Superior Court Human Resources Manager and Presiding Judge. Employees whose positions are reclassified are deemed to be qualified to perform the duties of the reclassified position.

C. Reclassified Positions Due to Organizational Redesign. A position resulting from reorganization may be reclassified non-competitively with the approval of the Department Head, Superior Court Human Resources Manager and the Presiding Judge.

D. Notification to Employee. Superior Court Human Resources shall inform the Department Head and the employee of the final results of an official position audit.

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E. Pay Determination Guidelines with Consideration of Financial Constraints. Salaries above the maximum of each range shall be approved by the Presiding Judge.

1. Movement of Pay Ranges: If an employee is reclassified to a position that is above or below their current pay range, the employee shall receive a pay increase or decrease based on the Step Placement Requirements, Step Determination Guidelines, market comparisons and budget availability on a case-by-case basis.