

# POLICY

## BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Responsible Office: DIVISION OF HUMAN RESOURCES

### CLASSIFICATION OF POSITIONS

#### A. PURPOSE

To establish procedures for determining comprehensive department reorganization, classifying a proposed additional position, reclassifying an existing position, writing and revising position specifications, and requesting career ladder upgrades.

#### B. ISSUE

The Division of Human Resources has responsibility for a sound personnel program. Administrative functions include maintaining and recommending a position classification plan. Anne Arundel County Public Schools provides for fair and equitable position classification and employee compensation within the goals and mission of the school system. That plan shall be maintained in written form by the Division of Human Resources.

#### C. POSITION

1. The Superintendent of Schools has the authority to classify and/or reclassify positions in order to best meet the needs of the school system.
2. The Director of Human Resources will coordinate and facilitate processes regarding position classification/reclassification.

#### D. IMPLEMENTATION

The Superintendent, or his designee, is authorized to develop procedures and guidelines to implement this policy, including the issuance of appropriate forms to be utilized in the classification/reclassification process.

*Policy History:* Adopted on 08/20/08.

*Note previous policy history:* Replaces Policy 800.01, adopted 09/03/75 and revised 11/07/90.