

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **PREPARATION AND PLAN ADMINISTRATION**

<b>POLICY NO.</b>	3.1	<b>EFFECTIVE:</b>	01/02/2024
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The Position Classification Plan for the authorized positions in the service of the County provides for the grouping of similar positions in classes based upon the respective duties, typical tasks and qualifications. The Plan class descriptions are used to assist with recruitment, training, career planning, assignment to a salary range and communication of job requirements to employees.

**A. Amendments to the Classification Plan**

Periodic amendments shall be made to maintain plan accuracy.

**B. Official Copy of the Classification Plan**

The County Administrator's Office shall have overall responsibility, which s/he may delegate to the appropriate department, to maintain and publish a set of descriptions for all classes.