

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

CLASSIFICATION OF POSITIONS

POLICY NO.	3.4	EFFECTIVE:	01/02/2024
-------------------	-----	-------------------	------------

A. Each position shall be classified by the County Administrator or his designee and allocated within the Plan according to the appropriate class title, general definition of work, the required knowledge, skills and abilities, desirable training and experience, special licensing or other unique requirements and additional requirements deemed necessary by the County Administrator person performing the classification. Positions shall be allocated to the same class when their duties are sufficiently similar that:

1. The same descriptive title may be used to designate each position in the class;
2. The same level of education, experience, knowledge, skill, ability and other qualifications may be required of incumbents;
3. Similar tests of fitness may be used to select incumbents; and,
4. The same pay range shall apply.

B. All classes involving the same character of work, but different as to level of difficulty and responsibility, shall be assembled into the same series. All series of classes within the same broad occupational field shall be assembled together.