

# MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

INTERPRETATION OF CLASS DESCRIPTIONS			
POLICY NO.	3.5	EFFECTIVE:	01/02/2024

- A. Class Title. The term "class title" or "title" shall refer to the official title of the class as stated in the class descriptions and shall apply to all positions allocated to the class and shall be used in all personnel and administrative processes.
- B. Class Descriptions. The class descriptions shall be considered descriptive rather than restrictive. They shall not be construed as declaring what the duties and responsibilities shall be or as limiting the power of any Department head to assign duties to and to direct and control the work of employees under his/her supervision, including but not limited to special assignments under emergency conditions as may be required. The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of a similar kind or quality. Job duties and responsibilities may be further defined by the employee's Department head or supervisor.
- C. The official class title shall be assigned by the County Administrator. Department heads may assign "informal" titles to such positions as they deem appropriate and necessary.
- D. The term "Deputy" means a person who is appointed to act as a substitute for his supervisor, in the name of the supervisor and in his behalf, in matters in which the supervisor himself may act; such person shall be a public officer.
- E. "Assistant" means a person who is not a public officer or deputy but who aids or helps a public officer.
- F. Subject to the limitations and requirements of the preceding subsections, the County Administrator may designate his powers and duties unless it is some power or duty the exercise of which by another person is expressly forbidden by law or requires the exercise of judgment for the public welfare. However, such delegation shall not act to relieve the officer making such delegation of his legal obligations for the exercise of powers and performance of duties of his office.