

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

MAINTENANCE OF THE CLASSIFICATION PLAN

POLICY NO.	3.6	EFFECTIVE:	01/02/2024
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- A. The Plan shall be kept current by ongoing investigation and review. Position classification studies of individual positions or groups of positions shall be conducted whenever the County Administrator deems it necessary; whenever, the duties or responsibilities of existing positions have undergone significant changes; or, whenever the County Administrator is notified by a Department head that new positions need to be created.
- B. It shall be the responsibility of each Department head to promptly notify the County Administrator of each change of duties, responsibilities or work requirements and furnish detailed information relative to such changes.
- C. When a new class title is established, a class description shall be written and incorporated into the existing Plan and the class title added to the schematic list of titles.
- D. All class allocations are subject to the final approval of the County Administrator.