

Johnson County Council

86 West Court Street
Franklin, Indiana 46131



ORDINANCE 2025-08

AN ORDINANCE ADOPTING JOHNSON COUNTY, INDIANA JOB CLASSIFICATION SYSTEM AND MAINTENANCE PLAN

WHEREAS the County of Johnson, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Johnson County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS Indiana Code 36-2-5-3, Section 3. (a) establishes that the county fiscal body shall fix the compensation of officers, deputies, and other employees whose compensation is payable from the county general fund, county highway fund, county health fund, county park and recreation fund, aviation fund, or any other fund from which the county auditor issues warrants for compensation. This includes the power to:

- (1) fix the number of officers, deputies, and other employees;
- (2) describe and classify positions and services;
- (3) adopt schedules of compensation; and
- (4) hire or contract with persons to assist in the development of compensation, and

WHEREAS Johnson County contracted with a professional human resources consulting firm to assist the Council, describe and classify County positions, develop compensation schedules, and conduct a Fair Labor Standards Act (FLSA) reviews, and

WHEREAS, the Council desires to use the job descriptions to classify positions and services, develop new compensation schedules, and to verify and document compliance with various government regulations, including, but not limited to, the Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), and the Americans with Disabilities Act (ADA), and

NOW THEREFORE, it is ordained as follows:

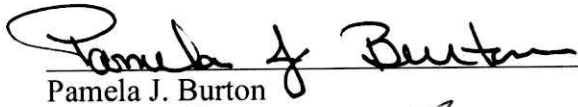
- A. The Factor Evaluation System (FES) of job classification is hereby adopted, including the job category designation and classification level of each position.
- B. The attached job classification maintenance plan is hereby adopted.

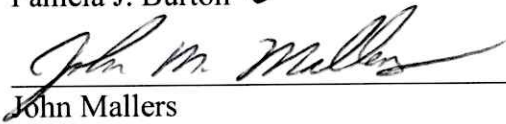
EFFECTIVE DATE

This Ordinance shall be in full force and effect on and after adoption.

ADOPTED this 8th day of September 2025.

Johnson County Council


Pamela J. Burton


John Mallers


Ron Bates


Melinda Griesemer


John Dittmars

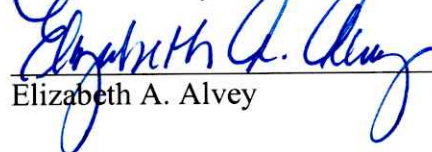

Michele Graves


Jonathan T. Myers

I hereby certify that on the 8th day of September 2025, the Johnson County Council adopted this Job Classification System and Maintenance Plan.

ATTEST:

Johnson County Auditor


Elizabeth A. Alvey

JOB CLASSIFICATION AND COMPENSATION MAINTENANCE PLAN

County of Johnson, Indiana *An Equal Opportunity Employer*

This job classification and compensation maintenance plan was adopted by the Johnson County Council on September 8, 2025; effective upon adoption. It was developed to ensure that the Johnson County job classification system is kept up-to-date and useful through time.

Maintaining the job classification system for COMOT, LTC, PAT, Civilian POLE, Merit POLE, EXE, and SO jobs involves establishing a series of procedures. The following guidelines will provide for an on-going review of job classifications and compensation schedules upon request of elected officials, department heads, and employees. Provisions for adding or deleting positions to the system are also specified.

Job Descriptions

The Johnson County Council adopted official job descriptions for all County positions. As new jobs are added, and as reorganizations occur and jobs change, job descriptions shall be prepared or updated, evaluated, and inserted into the appropriate classification level.

Job Classification Based On Position Descriptions

The basis for the classification system is the job description. It is a written statement for each job and contains the following information:

Title of position (These titles shall be used in the official salary ordinance approved by the County Council.)

Department in which the position exists

Job Category (COMOT, LTC, PAT, Civilian POLE, Merit POLE, EXE or SO)

Date Written:/Date Revised: (documents a record of the job)

FLSA Status: (documents exempt/non-exempt status for overtime)

Statement of Duties: (specifies key dimensions of the job)

Jobs in any one category cannot be compared to jobs in another category. For example, COMOT jobs cannot be compared to PAT jobs.

The factor evaluation system only compares a position to jobs within the same job category.

All positions within a job category were classified by assigning factor evaluation points to the job description. Factor guide charts were used by the factor team in arriving at the total factor evaluation points.

Once factor points were assigned to each position, jobs were grouped in factor point ranges within each job

category. Classifications were compared to salaries and wages to assure there is internal pay equity among all positions.

Johnson County Council Job Classification/Compensation Process

The Johnson County Council ("Council") is responsible for overseeing maintenance of the job classification and pay plan. All requests for job reclassification consideration shall be presented to the full Council at their regular public meeting for consideration. A majority vote approval from Council is required before forwarding the request to Council's professional human resources consultants.

County Auditor and County Attorney Duties

The County job descriptions shall be maintained by the County Auditor. The County Auditor shall be responsible for the distribution of job questionnaires to elected officials/departments heads to create new positions that are not classified in the system and to provide job information to human resources consultants for preparation of new job descriptions. The County Attorney shall maintain job classification review forms and requests for reclassification; assist elected officials/departments heads with completion of forms; and provide copies of review forms and reclassification requests to the Johnson County Council.

Job Review/New Position Requests

There are two occasions when a job description should be reviewed:

1. When a position becomes vacant. The elected official/departments head should review the job description for possible changes before either hiring a new person, or, alternatively, eliminating the position.
2. When a reorganization of an office occurs and there is "significant" shifting of duties among positions; or when "substantial" new duties are added/deleted to an existing job.

A department request for a job review that is *not* due to a vacant position, or a reorganization may only be made from November 1 through January 31 and will be billed to the department to be covered under their professional services line item.

Following the installation of the new job classification, elected officials and department heads will be provided information on making job reviews and new position requests for Council review. Reclassification requests for existing positions shall not be reviewed more than once in a twelve-month period.

Reclassification of a position may not be filed within the first twelve months of a new employee's tenure in the position. New positions and/or new employees' requests that are disapproved shall not be reconsidered by the Council for a period of twelve months from the date of original submission.

New positions and/or new employee requests that are approved shall not be considered for reclassification for a period of twelve months from the date of the original submission.

Maintenance Policies and Procedures

The following maintenance policies and procedures were adopted by County Council Ordinance. Job titles are not to be changed except as provided in the following procedures.

Procedures for Reclassification of a Position or Reorganization of an Office

The following reclassification/reorganization of office review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make reclassification/office reorganization requests:

- STEP 1: Secure "Job Classification Review Form" from the County Attorney and a copy of the official job description adopted by the County Council for the position(s) being reviewed from the County Auditor.
- STEP 2: Complete and return "Job Classification Review Form," including any supportive documentation to the County Attorney. Proposed revisions to the job description should be indicated on the description and be included as part of supportive documentation.
- STEP 3: The "Job Classification Review Form," and supportive documentation will be submitted to the Council by the County Attorney. The Council will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council's professional human resources consultants for their review and recommendation.
- STEP 4: If requested by the Council, the Council's professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council's professional human resources consultants and submitted to the County Attorney for distribution to the Council.
- STEP 6: The County Council shall review and evaluate the reclassification/office reorganization request, supporting documentation, and Assessment Report; for approval/disapproval at a public meeting.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Procedures for Adding a New Position

The following new position and/or new employee review procedures are established to provide a systematic method to process such requests. Offices or departments submitting a request shall use the following steps to make new position/new employee requests:

- STEP 1: Secure "Job Classification Review Form" from the County Attorney and "Job Questionnaire" from the County Auditor.
- STEP 2: Complete and return form and job questionnaire, including supporting documentation to the County Attorney. The department head or elected official shall complete and submit a job description questionnaire as part of the supporting documentation.
- STEP 3: The County Council will hear a presentation by the department head or elected official and shall decide whether to submit the request to the Council's professional human resources consultants for their review and recommendation.

- STEP 4: If requested by the Council, the Council's professional human resources consultants may conduct an assessment, including but not limited to, the following: reviewing the department's organizational plan, evaluating the factor evaluation points for the position, preparing job descriptions, considering the probable impact on the County's overall classification system and the fiscal impact, and suggesting alternative methods to perform proposed job functions.
- STEP 5: An Assessment Report will be prepared by Council's professional human resources consultants and submitted to the County Attorney for distribution to the Council.
- STEP 6: The Council shall review and evaluate the new position/employee request, supporting documentation, and assessment report; for approval/disapproval by the County Council.
- STEP 7: The County Council shall review all pertinent information and make a final determination for approval/disapproval.

Proposals for Reorganization of a Department

Proposals for reorganization of a department/office must be filed with the County Council and processed according to these procedures. Offices or departments submitting such requests to the Council will be subject to an organizational assessment of office or department operations.

This may involve considering alternative methods for accomplishing the proposed job functions (reorganization, part-time, independent contracting, adjustment of work hours/shifts, equipment, new technologies, etc.).

Recruitment and Hiring

When a job is vacant and the hiring process begins, the following steps should be taken:

- STEP 1: The job description is reviewed and changes made, pursuant to the Steps above.
- STEP 2: Consistent with the job description, the elected official/department head determines the minimum qualifications for the position, as well as any preferred qualifications. These are included on the job description, which will be used in posting.
- STEP 3: The job description and salary is distributed through normal County recruitment channels used by the elected official/department head, consistent with EEO guidelines, until the position is filled.