The County has approved strategies to contain classification study costs during critical budget times. Only those studies that represent a business need and have no negative financial impact to the County shall be conducted. A classification study may only be accepted if it meets at least one of the following criteria:

- Necessary to recognize newly assumed County responsibilities
- To accurately reflect the work involved when there is no salary adjustment
- To create a new lower-level trainee or entry-level classification that will replace or be alternately staffed with existing higher-paid classification
- To create new classifications to replace more expensive contracts thus providing a cost savings to the County
- To establish approved reorganization or other board directives or to comply with legal mandates due to legislative changes that impact the County's current job description

Departments are required to ensure that the duties assigned to their employees fit within the authorized classifications. If the duties do not fit, departments will be required to reassign the duties appropriately or revoke the duties entirely. In the event that duties cannot be reassigned or revoked, the department may submit an Executive Management Initiated Classification Study Request. Ideally such request will be in the form of a memo that includes justification or criteria for reclassification as outlined by Board policy. The request and accompanying documents should be submitted to Employee Services Agency – Human Resources (ESA-HR).

ESA-HR will notify the employee and CEMA when an executive management request is authorized for study and request a Position Classification Questionnaire (PCQ) from the employee (if not included).

If the request is accepted for study, it will be posted to CEMA within 12 months of acceptance or if not completed within twelve months, the County will notify CEMA of the expected completion date.

ESA-HR will notify the employee and CEMA of the findings.