

Frequently asked questions

What are the steps in the reclassification and reconsideration process?

Reclassification Process

- Employee or department completes and submits the Reclassification Request Form to DHR at ClassComp@kingcounty.gov or mail stop KSC-HR-0801.
- DHR checks for eligibility and acknowledges receipt of request. DHR checks in with the department HR representative regarding the reclassification request.
- DHR schedules a job audit with the employee, supervisor/manager, department HR representative, and union representative (if requested by the employee)
- DHR confers with the department HR representative about the preliminary classification determination.
- DHR confers with the Office of Labor Relations about the preliminary classification determination for positions represented by a union.
- DHR issues classification determination to the employee, their supervisor/manager, and their departmental human resources representative, as well as the Office of Labor Relations and the union representative for positions represented by a union.
- If a reclassification is warranted, DHR and department HR representative implement the classification determination; IF the employee accepts the determination or does not request DHR to reconsider the determination within 30 days.

Reconsideration Process

- Employee completes and submits Job Reclassification Request for Reconsideration Form to DHR at ClassComp@kingcounty.gov or mail stop KSC-HR-0801 within 30 days from receipt of classification determination.
- DHR checks for eligibility (reconsideration filed within 30 days) and acknowledges receipt of the request.
- DHR checks in with the department HR representative about the reconsideration request.
- DHR schedules a Panel Reconsideration Meeting with panel members, employees, supervisor and/or manager, department HR representative, and union representative (if the employee requests). The panel consists of the Compensation Manager or designee, a Compensation staff member not involved in the original classification determination and a human resources representative from another department.
- DHR confers with the department HR representative about the preliminary reconsideration response.

- DHR confers with the Office of Labor Relations about the preliminary reconsideration response for positions represented by a union.
- DHR issues a response to the reconsideration request to the employee, their supervisor/manager, and their departmental human resources representative, as well as the Office of Labor Relations and the union representative for positions represented by a union.
- If a reclassification is warranted, DHR and department HR representative implement the reconsideration determination; IF the employee accepts the reconsideration determination or does not request an appeal within 30 days.
- If the employee disagrees with DHR's response to the reconsideration request, they may appeal the classification determination according to the procedures outlined in the King County Personnel Guidelines or applicable collective bargaining agreement.

What factors are used to determine whether a position should be reclassified?

Reclassification decisions are based solely upon the responsibilities and duties assigned to a position, including any licenses or certifications that may be required of the position. Changes in job duties' nature, variety, and complexity may justify a classification review. However, changes in assigned duties or percentages of time may only sometimes warrant a change in classification level. In addition, the overall credentials, and personal circumstances of an incumbent within a position are not considered in making a classification decision. Factors that are not considered in the classification process include performance, longevity, increased workload or volume of work, retention issues, financial needs, or unusual qualifications not required to perform the job duties. More of the same type or level of duties does not constitute a reclassification to a higher level. A position will not be reclassified for the following reasons: to increase an employee's salary, to reward an employee's performance, to recognize an increase in assigned work in the current classification, or to recognize a temporary assignment of higher-level duties.

Can an employee be reclassified into a supervisory classification?

In general, DHR will not reclassify employees' positions into supervisory roles/classifications from non-supervisory roles/classifications as these positions should be posted, and a competitive selection process should be completed.

What happens if a position is reclassified into a classification with a different FLSA status?

When an employee's position is reclassified retroactively into a classification with a different Fair Labor Standards Act (FLSA) status, the change in FLSA status shall be prospective only, even though the difference in classification and resulting pay may be applied retroactively. An employee whose position is reclassified from an FLSA exempt classification to an FLSA non-exempt classification will be paid overtime pay

prospectively and must be paid for any accrued but unused executive when the change in FLSA status is implemented.