

**RESOLUTION AMENDING WAKE COUNTY CODE OF ORDINANCE 31.05,
POSITIONS AND POSITION CLASSIFICATION PLAN**

WHEREAS, the Board of Commissioners maintains the right to modify its personnel ordinance and policy to affect a more desirable result for eligible employees; and

WHEREAS, such modifications are needed to clarify and codify the practices and guidelines regarding the administration of the classification plan under Section 31.05 Positions and the Position Classification Plan; and

WHEREAS, the County Manager shall be the County Personnel Officer and shall be responsible to the Commissioners for the administration and technical direction of the county's personnel program; and

WHEREAS, the County Manager has delegated the administration and technical direction of the county's personnel program to the Human Resources Director; and

WHEREAS, this ordinance should resolve all previous versions of Section 31.05 Position and Position Classification Plan;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Wake County that:

Effective January 1, 2020, Section 3, Chapter 31 of the Personnel Ordinance, subsections 31.05 (C) are hereby amended as set forth below:

Section 31.05 Positions and Position Classification Plan

(C) For purposes of administrative efficiency and proper personnel management, the county shall maintain a current position classification plan that standardizes position titles indicating the duties and responsibilities of each position. The County Manager has delegated the administration and maintenance of the classification plan to the Human Resources Director, who shall determine the duties of each position and shall promulgate procedures to establish, revise and maintain the classification plan so that it accurately reflects the duties performed by each employee in the classification system. The Human Resources Director shall make administrative amendments to the classification plan which includes amending the job family, sub family, title and level of positions as needed and based on labor market conditions.

Adopted this the 18th day of November of 2019.

Jessica N. Holmes, Chair
Wake County Board of Commissioners