

JOB EVALUATION COMMITTEE (JEC) PROCESS

As approved by the BCC on March 18, 2003 (Item #14), permanent changes of responsibilities impacting an authorized position, which may reasonably require reclassification of the position or establishment of a new classification, **must be submitted as part of the annual budget process**. Part of the reason for this direction is that unless a reclassification is offset by reductions of other positions, reclassifications constitute above-base requests and thus should be considered as part of a countywide budget review.

The JEC meets regularly through the months of March and April each year to review and evaluate all requests for reclassifications and new positions submitted through the annual budget process.

Understanding that unforeseen situations occur outside the annual budget process, and in an effort to provide greater efficiencies for everyone involved, the JEC will convene one additional meeting outside of the budget process to review and/or evaluate eligible off-cycle requests. To determine eligibility, one or more of the following criteria must be met:

- The reclassification or new position request is directly associated with and supported by grant funding.
- The request entails a downward reclassification (lower pay grade than current classification).
- The reclassification or new position request is directly associated with a legal mandate.
- The request entails an equivalent level reclassification (same pay grade as current classification).

If you feel your off-cycle request is eligible for consideration:

- 1) Departments will first need to meet with their assigned HR Analyst to ensure the changes will effectively meet the current and future needs, and/or to discuss possible temporary or permanent alternatives.
- 2) The department will then complete the [JEC/Budget Request Packet](#) and submit electronically to the assigned Assistant County Manager (ACM) and Budget Analyst for review. Your ACM may want to meet with you to discuss your request in greater detail. The department must submit the completed packet with approvals from the assigned ACM and Budget to Human Resources. The completed packets with approvals can be emailed to your assigned HR Analyst and a cc to imoore@washoecounty.gov.
- 3) Once HR receives the completed [JEC/Budget Request Packet](#) with signatures, the item will be placed on the next regularly scheduled JEC agenda as outlined in the table below.

2023 Tentative JEC Schedule

(Off-Cycle Requests Only)

| Submission Due Date to Approvers | Submission Due Date to HR with Required Approvals | JEC MEETING DATE |
|---|--|-------------------------|
| September 1, 2023 | September 14, 2023 | September 28, 2023 |

After JEC evaluation, the results must be approved by the BCC. The lead time for this is about five weeks.

If you have any questions regarding the JEC process, please contact Human Resources at 775-328-2095.

The [JEC/Budget Request Packet](#) can be found on Human Resources' Policies, Procedures and Forms website page.