

Policy number: V-9	Subject: JOB EVALUATION
	Revision: none
Approved: Agency Board: August 8, 1995	
Policy Council: August 23, 1995	

Objective:

Policy:

It is the policy of the agency to evaluate and measure all jobs and to establish labor grades or classifications. Rates of pay are set for each labor grade or classification on the basis of internal and external salary surveys.

Procedure:

- A. A written job description is prepared for each position in the agency. Job descriptions are evaluated in terms of knowledge and skill required and impact on operations.
- B. Labor grades or classifications are established in conjunction with the salary survey and a salary range base factor is assigned to each grade or classification within the range. The salary range provides for a spread from a minimum to a maximum rate that is based on education, experience, and particular credentials such as CDA or trainee, or Registered Nurse license.