

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, **should 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 throughout the year, and in an effort to provide greater efficiencies for everyone involved, the JEC will convene for two additional meetings 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 department experiences, or will shortly experience, a vacancy which threatens the continued viability of that function, and a reclassification of the affected position(s) is needed prior to recruitment to realign position duties and/or the functions involved.
- There is a legal mandate justifying the need for the reclassification or new position.
- There is a savings (i.e., a downward reclassification), or net zero fiscal impact (i.e., the savings of any downgrades offset any upgrades) associated with the request.

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.

2022 Tentative JEC Schedule

(Off-Cycle Requests Only)

JEC Meeting Date	Submission Due Date to Approvers	Submission Due Date to HR with Required Approvals
September 15, 2022	August 22, 2022	September 1, 2022
November 10, 2022	October 17, 2022	October 27, 2022

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.