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## **Chapter 040 Salaries and Conditions of Employment**

- **Section 010 Personnel Standards Established**
  - The compensation of all county officers and employees, other than those officers whose compensation is fixed by state law, the positions of employees in each county department, the number, method of appointment and promotion of employees, the conditions of employment, a salary plan administration system, office hours, personnel classes, job descriptions and class specifications, salary ranges and steps and a general personnel policy which shall be applicable to all county departments and to all county officers and employees are established. (Ord. 804 § 1 (part), 1983.)
- **Section 020 Schedule of Salary Ranges & Steps**
  - The board, by resolution, shall adopt and establish one or more schedules of salary ranges and steps for employees exempt from the overtime provision of the FLSA and one or more schedules of pay ranges and steps for employees not exempt from the overtime provisions of the FLSA, as deemed necessary. The schedule so adopted shall be applied to the personnel classes and position allocations in each county department, and the salary ranges and steps thereby established shall be applicable to all personnel employed by the county, except those officers whose compensation is fixed by state law and those officers and employees whose compensation is set at a fixed sum by the board. The schedule so established may be amended from time to time by resolution of the board. (Ord. 1086 § 1, 1997; Ord. 804 § 1 (part), 1983.)
- **Section 040 List of Personnel Classes & Salary Ranges**
  - The board, by resolution, shall adopt and establish a schematic "List of Personnel Classes and Salary Ranges" for each class of personnel employed by the county. The list so established may be amended from time to time by resolution of the board. (Ord. 804 § 1 (part), 1983.)
- **Section 050 Position Allocation List**
  - The board, by Resolution, shall adopt and establish a master "County-wide Position Allocation List" of the positions within each department of County government. Such tabulation shall include the name of each department, the title of each position within the department, the number of each

position in the department, and the auditor's budget unit number for the department. The County-wide list so established may be amended from time to time by Resolution of the Board. (Ord. 1259, 2016; Ord. 804 § 1 (part), 1983.)

- **Section 060 Book of Class Specifications**

- The board, by resolution, shall adopt and establish a "Book of Class Specifications," which shall contain general descriptions and explanations of the type of work done by positions allocated to a particular class. Specifications shall be adopted for each of such classes of employment in county government as may be deemed advisable by the board. The Book of Class Specifications may be amended from time to time by minute order of the board. (Ord. 804 § 1 (part), 1983.)

- **Section 070 Personnel Policy**

- The board, by resolution, shall adopt and establish a "Personnel Policy," which shall provide for the administration and regulation of all county personnel, regulate the method of appointment and promotions of employees, personnel office hours, the conditions of employment, salary plan administration, and provide for the appointment and prescribe the duties and responsibilities of a county personnel committee. The Personnel Policy may be amended from time to time by resolution of the board. (Ord. 804 § 1 (part), 1983.)

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