



# POLICY

## Dublin San Ramon Services District

<b>Policy No.:</b>	P700-14-1	<b>Type of Policy:</b>	Personnel
<b>Policy Title:</b>	New/Revised Job Classifications and Salary		
<b>Policy Description:</b>	Non-standard job classifications and/or salary requiring Board approval and adoption		

<b>Approval Date:</b>	Aug 19, 2014	<b>Last Review Date:</b>	2014
<b>Approval Resolution No.:</b>	53-14	<b>Next Review Date:</b>	2018
<b>Rescinded Resolution No.:</b>	71-11	<b>Rescinded Resolution Date:</b>	Nov 15, 2011

It is the Policy of the Board of Directors of Dublin San Ramon Services District:

The General Manager may approve new or revised job titles, job definitions, and job duties for all standard job classifications except senior level management. Job titles, job definitions and job duties for all senior management positions shall be presented to the Board by the General Manager for approval and adoption.

For all positions, including senior level management, the General Manager shall present the salary range to be applicable to any new or revised job classification to the Board for approval and adoption. The proposed salary range for a job classification shall be consistent with District compensation structure and/or applicable Memoranda of Understanding (MOU). In the event that an approved salary range for a job classification is determined to be insufficient to recruit a qualified employee due to the unique nature of the job classification and/or due to a difficult labor market and the recommended salary for the job classification is outside the parameters contained in a MOU, the General Manager shall recommend and submit for Board approval a revised monthly salary range which is in best keeping with District practices and priorities. No new or revised salary range shall be applicable to a classification until approved by the Board. Upon approval of any new or revised salary range, the District's salary plan shall be updated in accordance with the District's Salary Plan policy.