

17-33-7 Functions of county office of personnel management -- Personnel functions of county agencies, departments, or offices.

- (1)
- (a) The county office of personnel management shall perform the functions required by this Subsection (1).
 - (b) The county executive, county legislative body, and county office of personnel management may not delegate those functions to a separate county agency, office, or department.
 - (c) The county office of personnel management shall:
 - (i) design and administer a county pay plan that includes salaries, wages, incentives, bonuses, leave, insurance, retirement, and other benefits;
 - (ii) design and administer the county classification plan and grade allocation system, including final decisions on position classification and grade allocation;
 - (iii) conduct position classification studies, including periodic desk audits, except that an agency, department, or office may submit classification recommendations to the county office of personnel management;
 - (iv) maintain registers of publicly recruited applicants and certification of top-ranking eligible applicants;
 - (v) monitor county agency, department, or office personnel practices to determine compliance with equal opportunity and affirmative action guidelines; and
 - (vi) maintain central personnel records.
 - (d) The county legislative body may approve, amend, or reject the pay plan.
- (2) County agencies, departments, or offices shall:
- (a) establish initial job descriptions;
 - (b) recommend position classifications and grade allocations;
 - (c) make final selections for appointments and promotions to vacant positions;
 - (d) conduct performance evaluations;
 - (e) discipline employees; and
 - (f) perform other functions approved by the county executive, and agreed to by the county agency, office, or department.

Amended by Chapter 241, 2001 General Session