

Hedberg Public Library  
B201 Position Classification Plan  
Board Policy  
Last update – February 2008

### **Purpose and Description**

The purpose of this plan is to group together into classes of positions, called pay grades, those jobs which are sufficiently similar in kind, difficulty, and responsibility of work as to warrant application of the same rate or range of pay.

### **Coverage of the Plan**

This classification plan shall include all full-time and part-time positions. The director shall allocate each position to its appropriate pay grade in the position classification plan.

### **Approval of the Plan**

The classification plan shall be approved by the Library Board of Trustees. It shall be reviewed at least every five years and changes made as necessary.

### **Maintenance of the Plan**

The director shall be responsible for the administration and maintenance of the plan, and shall periodically study the duties, responsibilities, and other factors affecting the classification of all positions. Authority to reallocate positions to pay grades on the basis of kind and level of duties and responsibilities rests with the director.

### **Classification of New Positions**

The director shall assign new positions to the appropriate existing pay grades.

### **Job Descriptions**

The director and supervisory staff shall prepare and maintain current job descriptions, which define the duties and the desirable qualifications for each position in the organization.