

## Position Classification

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that covers the particular kind of employment. The legislator needs but to turn to the specifications of the class in the classification plan to gain a clear idea of exactly the kind of position that is involved. He needs but to turn to the salary scale for the class to find out the salary that should be paid in the position if it should be authorized. He knows, under the procedure set-up as part of the plan, that there are administrative agencies constantly at work checking up on the classifications and allocations of specific positions and making adjustments as conditions change, and similarly bringing to his attention and that of his colleagues any desirable adjustments in the compensation plan, so that he can depend on the information that is supplied. The only times when he needs to concern himself with the propriety of any specific rates is when proposals are presented, with the facts, and reasons, for adjustments in the compensation plan and for periodic checks and revisions possibly every few years, to meet changed conditions.

The same characteristics of a position-classification plan that make it an indispensable foundation for a sound pay plan have a useful role in budget-making. With respect to this function,

the heads of operating departments, the general management executives of the jurisdiction, the legislative body, and frequently the personnel agency, are periodically in contact.

A position-classification plan aids in the development of cooperative relations and practices among these agencies and makes for increased efficiency in the administration of budgetary activities. Means of control can be established to insure that the will of the appropriating body in authorizing positions of certain kinds will be carried out and that the salaries appropriated will be paid for the kinds of services contemplated and no others. In the absence of such classification there is little basis for common understanding, for consistent action, or for carrying out any policy.

Furthermore, the executive and legislative agencies concerned with recommending or passing upon the requests of administrative heads for appropriations are enabled to get a clear picture of the organization and position-content of the different operating units as a basis for action. In any event, they must be in a position to discuss effectively with administrative officers the need for the number and kinds of positions already existing and the need for the number and kinds of additional positions, authority, or funds which are requested. In a position - classification

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