

PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE**SPECIALIST POSITIONS****DEFINITIONS**

GRADE: The pay range for each of the positions in the classification plan.

RANK: Refers to an appointment attained on the basis of a merit examination or an emergency appointment.

SPECIALIST: A position filled by direct appointment, subject to Merit Commission approval, where the position requires peculiar and exceptional qualifications of a scientific, professional, or expert character.

PURPOSE

To establish a procedure for creating specialist positions in accordance with the Peace Officer Merit System in Counties of the First Class Act.

PROCEDURE**1.0 REQUEST FOR CREATING A SPECIALIST POSITION**

- 1.1 The Sheriff will submit to the Merit Commission a written request that includes the following information:
 - 1.1.1 Justification for creating the position, which will demonstrate a need that can only be satisfied through the creation of a new position, to be filled by someone with the necessary qualifications.
 - 1.1.2 A job description that details the "peculiar and exceptional qualifications of a scientific, professional, or expert character of the position."
 - 1.1.2.1 A description of the position's responsibilities, tasks, and duties.
 - 1.1.2.2 Specification of the knowledge, skills, abilities, minimum education, training, and experience needed to successfully perform the job.
 - 1.1.2.3 A recommended grade and salary range along with a statement of justification. This statement should demonstrate that the proposed salary and grade is logically related to the other positions in the classification plan in terms of duties, responsibility, and qualifications.
 - 1.1.2.4 A brief statement that establishes the availability of funding for the position.

2.0 PUBLIC HEARING

- 2.1 A public hearing will be scheduled and a notice of hearing will be prepared and sent by the Merit Commission Staff to all of the Sheriff's Office or UPD divisions.
- 2.2 The purpose of the hearing is to allow all interested parties to speak in support of or opposition to the request to create the specialist position.
- 2.3 Following the hearing, the Merit Commission will consider the evidence and testimony, and, within fifteen (15) calendar days, will notify the Sheriff and other interested parties, in writing, of its decision. The written decision shall include approval/denial of the request to create the specialist position, the title, classification and salary range, and approval/denial of the request to suspend competition.

3.0 NOTICE OF SPECIALIST OPENING

- 3.1 After Merit Commission approval, the Sheriff's or UPD Human Resource Division shall advertise the specialist position internally for a minimum of seven (7) calendar days. If advertised externally, the position will be advertised for a minimum of fifteen (15) calendar days.
- 3.2 The advertisement shall include a description of the specialist position job duties and qualifications with a deadline to submit an application of interest.

4.0 APPOINTMENT

- 4.1 The Sheriff shall submit to the Merit Commission, in writing, the name of the candidate and a detailed specification of qualifications.
- 4.2 The Merit Commission shall schedule a public hearing in accordance with Section 2.0 to allow interested parties to speak in support of or opposition to the Sheriff's recommended appointment.
- 4.3 Within fifteen (15) calendar days, the Merit Commission shall notify the Sheriff, in writing, of its intent to approve or deny the candidate's qualifications for appointment.

5.0 RANK AND GRADE

5.1 Internal Appointment

- 5.1.1 If a merit officer is appointed to a specialist position and receives a salary increase, the following applies:
 - 5.1.1.1 The officer shall receive such salary grade and range based on the classification approved for the position by the Merit Commission, upon recommendation of the Sheriff.

- 5.1.1.2 The officer shall maintain two classifications: the permanent merit rank and the appointed specialist classification. The officer permanent merit rank is attained through appointment from a merit register based on a competitive merit examination; the employee's specialist appointment is based on the qualifications to fill the position.
 - 5.1.1.3 The specialist appointment does not change or alter the merit status of the officer.
 - 5.1.2 Time served in a specialist position will count as eligibility time to participate in a promotional merit examination in the officer's permanent merit rank, in accordance with Merit Commission Policy 3105.
 - 5.1.3 The Sheriff may opt at any time to reassign the officer to a position within the current category, in accordance with Merit Commission Policy 4400. Such reassignment will be considered a reassignment and not a demotion. Regardless of where the specialist position is classified on the pay scale, the officer can only be reassigned to a position within the permanent merit rank.
- 5.2 External Appointment
- 5.2.1 An individual hired through external appointment to fill a specialist position is required to successfully complete a merit probationary period prior to obtaining merit status, in accordance to Merit Commission Policy 2230.
 - 5.2.2 The Sheriff may opt at any time to reassign an externally appointed specialist to an entry-level position within a category provided the specialist meets the minimum qualifications of that category. The individual shall be placed at the step which is consistent with his/her total years of service in the specialist position plus qualifying outside public safety credit, in accordance with Merit Commission Policy 4400.


6.0 APPOINTMENT TO EXISTING SPECIALIST POSITION

- 6.1. The Sheriff may appoint an employee or outside candidate to an approved specialist position (see Section 1.0). In order to make the appointment, the Sheriff will:
 - 6.1.1 Advertise the specialist position internally for a minimum of seven (7) calendar days. If advertised externally, the position will be advertised for a minimum of fifteen calendar (15) days
 - 6.1.1.1 The advertisement will include a description of the specialist position's job duties and qualifications, with a deadline to submit an application of interest.
 - 6.1.2 Submit to the Merit Commission, in writing, the name of the candidate and a detailed specification of the qualifications.

- 6.2 The Merit Commission will schedule a public hearing in accordance with Section 2.0 to allow interested parties to speak in support of or opposition to the Sheriff's recommended appointment.
- 6.2.1 Within fifteen (15) calendar days, the Merit Commission will notify the Sheriff, in writing, of its intent to approve or deny the candidate's qualifications for appointment.

APPROVED AND PASSED THIS 26 day of May 2016.

SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

By: 
KENNETH W. VALENTINE, Chair