

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**CLASSIFICATION PLAN AND SALARY STRUCTURE**

**POLICY NO.:** 4.1

**EFFECTIVE:** 11/1/96

**REVISED:** 12/4/18

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**OVERVIEW:** This policy describes the framework of the County’s compensation structure.

**SCOPE:** This policy applies to all classified County positions, both full-time and part-time.

**PROVISIONS:**

A. Structure

For the purpose of establishing a salary structure for County positions, groups of positions performing comparable types and levels of work are grouped together to form classifications.

A classification describes work performed in general terms, and the knowledge, skills, and abilities needed to perform the work.

Each classification is assigned a salary range with an identified minimum, mid-range, and maximum salary. The assigned salary range is referred to as the class’s salary grade. The salary grade assigned to a class is determined by the work performed by the class, the competitive salary market for similar types of work, the internal alignment of classes, and the financial resources of the County.

Every new position established for the County is assigned to a classification. The position’s classification dictates the salary grade and range of the position.

B. Establishing New Classes and Grades

The County Administrator has sole authority for approving the establishment of new classifications and the associated salary grade. Additionally, the County Administrator has sole authority for approving the reassignment of a salary grade to an existing classification.

C. Salary Structure Adjustment

On an annual basis, coinciding with the budget process, the salary ranges assigned to all classifications will be reviewed by the Assistant County Administrator for Management Services and the Department of Human Resources. Recommendations will be made to the County Administrator, who will ultimately determine if the salary ranges need to be adjusted in response to the competitive market, cost of living, or the financial condition of the County.

Any increases, decreases, or other structure adjustments would subsequently be recommended as part of the proposed annual budget. Adoption of the annual budget serves as the approval of any salary structure amendments.

D. Active Position Classification List

A copy of the County's Active Position Classification List is maintained as part of the annual budget document.