

403 - JOB DESCRIPTIONS

**Section 403.01
Job Classification
System**

The County maintains a job classification system for employees in full-time, budgeted positions in an effort to apply sound principles of measurement to determine what each job in the County is worth. This system is described in the Salary Administration Manual.

**Section 403.02
Salary Administration
Program**

The objectives of the Salary Administration Program are:

1. To attract and retain high caliber employees to provide accessible, quality public service to meet the changing needs of the individual and the community;

To provide uniform, equitable and fair pay practices throughout the County organization, with no pay discrimination based on race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

2. To provide total compensation (combination of salary and benefits) that is competitive within the Fort Bend trade area, at a level the County can afford;
3. To reward job experience and seniority;
4. To establish a basis for measuring the relative value of positions within the County;
5. To provide a systematic means for reviewing pay;
6. To establish procedures for communicating pay policies and practices to employees.

**Section 403.03
Job Descriptions**

The job description provides a summary of the purpose, essential functions, responsibilities and requirements of a job. It establishes a clear definition of the function and role of a job within the County.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
November 24, 1998
Revised: September 30, 2003
Revised: September 24, 2019