Appendix C: Lead Assignments

**Process:** The immediate supervisor identifies the need for a position to perform additional lead duties with a higher level of accountability and responsibility. A written request is submitted to the Chief Human Resources Officer stating the assignment need, job requirements, staffing, and the additional duties to be performed. The Chief Human Resources Officer or his/her designee will approve the need for the lead assignment.

All regular classified exempt employees must be advised of and offered the opportunity to express interest in lead assignments within the work unit. Should more than one employee express interest and have the requisite qualifications to successfully accomplish the purpose and goals of the assignment, the supervisor will work with the Human Resources department to design an appropriate selection process. In the event that two or more employees are deemed to qualify, selection will be in order of seniority. If no employee within the work unit expresses interest, the supervisor shall select a qualified employee by direct appointment.

**Definition of lead work:** regularly assigned to perform limited supervisory functions over two or more full-time employees* at the same grade (band) level or performs significant lead duties in addition to the journey level (fully qualified) tasks of the assigned classification, such as:

1. assigning, scheduling or reviewing work, providing regular guidance and direction, and conducting training of assigned staff, or

2. functioning as the most technically skilled member of the work unit, with significantly higher level responsibilities for conducting and ensuring on-going quality control of team members work, or

3. project lead responsibilities involving the coordination and oversight of activities of a major project/program implementation.

*The formula used to calculate two or more full-time employees is: Total number of hours worked within the work unit divided by the annual required hours of accountability (Ex. 2080 hours) = Full time employee count.

Employees in classifications defined primarily as supervisory or lead are not eligible for additional lead compensation.