

## 403 - JOB DESCRIPTIONS

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**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;
2. To provide uniform, equitable and fair pay practices throughout the County organization, with no pay discrimination based on race, ethnicity, national origin, religion, gender, age or disability;
3. 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;
4. To reward job experience and seniority;
5. To establish a basis for measuring the relative value of positions within the County;
6. To provide a systematic means for reviewing pay;
7. 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.

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