AGENCY requests to establish a new position

*If an agency is submitting more than 15 classification reviews or has received positions through the legislative process, agencies must complete and submit a notification form within two weeks of the positions being entered into the PICS system and available for use.

AGENCY provides position description and organization chart to AGENCY HR DEPARTMENT

AGENCY HR DEPARTMENT reviews provided materials, and additional information to understand work required.

AGENCY HR DEPARTMENT writes an analysis that includes:
- Position information
- Basis of the review/background information
- Documentation considered
- Analysis
- Classification decision
- FLSA status and Service type

AGENCY HR DEPARTMENT submits the following to DAS Classification and Compensation:
- Written analysis
- Current position description (signed by agency appointing authority)
- Organization chart
- Finance plan checklist (if applicable)
- ISS Matrix for IT positions

DAS CLASSIFICATION AND COMPENSATION reviews submitted information.

Submittal is approved

DAS CLASSIFICATION AND COMPENSATION issues an approval memo when documents are complete, and analysis clearly articulates and supports the position request in accordance with DAS class specs.

Incomplete submission

DAS CLASSIFICATION AND COMPENSATION works with AGENCY to collect the information/documents needed. Final consideration is given when all information is provided.

Submittal is denied

DAS CLASSIFICATION AND COMPENSATION has conversation with agency and issues a denial response.

AGENCY submits the following to their AGENCY BUDGET OFFICE:
- agency analysis
- position description
- organization chart
- DAS approval memo
- finance plan checklist

AGENCY BUDGET OFFICE submits information to LEGISLATIVE FISCAL OFFICE (LFO) to complete the process.

Note: Classifications assigned by LFO are placeholders and not official until the request process as outlined above has been completed and the appropriate classification is approved by DAS Classification and Compensation.