

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.*

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AGENCY provides position description and organization chart to **AGENCY HR DEPARTMENT**

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

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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

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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'

