

# Department of Administrative Services

## Classification Study Plan 2025 - 2026

June 25, 2025



Chief Human Resources Office  
Classification & Compensation

# Class List 2025



Behavioral Health Specialist I - 3  
Business Analyst I - 3  
Business Systems Analyst I – 3  
Corrections Food Service Coordinator  
Data Analyst I - 3  
Disability Analyst Entry - 2  
Diversity Equity & Inclusion Consultant I – 3  
Human Services Specialist I - 4  
Human Services Case Manager  
Policy Management/Government Affairs Analyst I - 3  
Spiritual Services Leader  
Utility and Energy Analyst I - 3

# Phase 3 – Bargaining Phase



Corrections Food Service Coordinator

Human Services Specialist I – 4

Human Services Case Manager

# Business Analyst 1-3



A structured approach and application of the methods to understand, assess, and improve various aspects of business operations and identify, define, and address needs and challenges. The Business Analyst supports business operations by developing solutions to operational and administrative problems.

Phase 2: CET July 1, 2025

Agencies: Enterprise wide

Forecasted Timeline: Fall 2025

# Business Systems Analyst 1-3



A method of assessing and improving business systems, translating business requirements into technical requirements, testing systems, and documenting requirements into system specifications. Positions bridge the gap between business problems and technology solutions, providing key insights that drive process improvements and system efficiencies.

Prep Phase: Gathering SMEs next month

Agencies: Enterprise wide

Forecasted Timeline: Spring/Summer 2026

# Data Analyst Series



Supports operations and conducts data analytics projects to provide information and insights for decision-making or solution development.

Holding for completion of the BA and BSA

Agencies: Enterprise wide

Forecasted Timeline: December 2025 - December 2026

# DEI Consultant 1-3



Advises management in advancing a culture of diversity, equity, and inclusion in all daily work and in the programs, services, and activities of the agency.

Phase 1: Defining the occupation

Agencies: Enterprise wide

Forecasted Timeline: Winter 2026

# Behavioral Health Specialist 1-3



Provides clinical treatment, psychosocial skills development, and addiction treatment for groups and individuals housed in State facilities and institutions.

Phase 1: Defining the occupation

Agencies: DOC, DHS, OHA, OYA

Forecasted Timeline: December 2025



# Disability Analyst Entry, 1-2



Makes judgments and findings of fact as to the nature and severity of physical and mental impairments and evaluates applications for Social Security disability benefits by applying Social Security laws, court orders, rulings, regulations, and State laws and regulations in light of such judgments and findings of fact.

Prep Phase: Scheduling Class Study Meetings

Agency: DHS

Expected Timeline: June 2025 to May 2026

# Policy/Government Affairs



A structured approach to examining and evaluating potential and current public policies, whether to enact new ones or amend existing ones. Positions support agency internal operations by researching and providing objective information to management on which to base policy decisions. Positions track the legislative process and develop administrative procedures or rules and implement legislation.

Holding for feedback of the BA and completion of the BSA

Agencies: Enterprise wide

Forecasted Timeline: Fall 2026

# Spiritual Services Leader



Provides spiritual and moral counsel to residents of State facilities and institutions. Positions develop spiritual programs and conducts or facilitates spiritual ceremonies, traditions, events, practices, and cultural studies.

Phase 2: Preparing for the job evaluation

Agencies: DOC, OHA, OYA

Forecasted Timeline: July 2025

# Utility and Energy Analyst 1-3



Conducts utility research, analysis, inspections and investigations.

Phase: Holding

Agencies: PUC

Forecasted Timeline: October 2025 – December 2026

Questions or Comments?

