



# Oregon

Kate Brown, Governor

## Department of Administrative Services

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**To:** HR Managers and Classification Staff

**From:** Mark Rasmussen, Classification & Compensation Manager  
Department of Administrative Services

**Subject:** Pre-review of Reclassification Requests

In 2012 the Chief Human Resources Office (formerly HRSD), began completing at pre-review of agency reclassification requests before such actions were submitted to the Chief Financial Office. This practice continues.

The Permanent Finance Plan and Limited Duration Plan Request Transmittal Checklist Form must accompany all requests for pre-review. This step is to provide information to DAS Classification Consultants as part of the pre-review process related to the need for the requested change, organizational structure, span of control ratio, and other areas noted on the form.

While the Form requests a finance plan, a finance plan is generally not needed at the CHRO pre-review step in the process. Finance (SABRS) still requires your finance plan when submitting your budget requests to them after the CHRO review.

Here is the direct link to the 1-page PFP LD Transmittal Checklist Form: [http://www.oregon.gov/das/Financial/Documents/PFP\\_LD\\_TransmittalChecklist.pdf](http://www.oregon.gov/das/Financial/Documents/PFP_LD_TransmittalChecklist.pdf). It is located at the bottom of the Audit and Budget Reporting (SABRS) website, under "Execution": <http://www.oregon.gov/das/Financial/Pages/SABRS.aspx>,

Along with the PFP LD Transmittal Checklist Form, send your classification allocation analysis, position description (dated within the last 12 months) and organizational chart to the Classification and Compensation Unit with your review requests.

Financial Programs Audit and Budget Reporting (SABRS) requires all pre-approved classification documents submitted in finance packages be current. Documents older than 12 months will not be accepted.

Please contact staff in the Classification and Compensation Unit if you have any questions or concerns about this procedure for further information or guidance.