



Oregon

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To: HR Managers and Classification Staff

From: Donna Sandoval Bennett, Chief HR Officer
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Human Resource Services Division

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Date: February 28, 2012

Subject: Pre-review of Reclassification Requests

HRSD Classification and Compensation staff recently met with Budget and Management (BAM) staff to discuss the pre-review of reclassification requests and subsequent placement into permanent finance plans.

As a result of their meeting, the Classification and Compensation Unit will continue to do pre-reviews. The Permanent Finance Plan Request Transmittal Checklist 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.

This 1-page document can be found under SABRS – Budget Process (PFP/LD Transmittal Checklist) at this link: <http://www.oregon.gov/DAS/BAM/publications.shtml>. The form requests a finance plan, however, finance plans are generally not needed at the pre-review step in the process. So in most cases, there will be no need to include one with the request. If one is needed, you will be contacted. BAM still requires your finance plan when submitting your budget requests to them after HRSD review.

Along with the Permanent Finance Plan Request Transmittal Checklist, please continue sending your analysis, organizational chart and position description (dated within the last 12 months) to the Classification and Compensation Unit with your review requests.

BAM 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.