



# State of Oregon Chief Human Resources Office Reclassification Analyses Guide

## Considerations for reclassification analyses

Position reclassifications are a complex process involving impacts to the agency, divisions, finances, and other surrounding positions. The amount of information needed for reclassifications requires a more detailed explanation and more thorough analysis of the position than that required for position establishments. It's important to document a strong business case because these arguments support why changes are made. The analysis explains the change or no change to a position and how the agency supports the reclassification. It also contains important information should an employee appeal the decision.

Below are some questions to consider as you are building the business case and supporting arguments for a change in classification. Information collected from these questions are typically included in the analysis. And, the basis for a great analysis is a well-written position description. This is a quick overview of writing a specific type of analysis and further information can be found in the [Classification Guide](#).

### The Body of Work:

- Has the primary purpose of the job changed significantly?
- Why is there a change in the body of work?
- How does this reclassification support the business goals and objectives?
- How has the scope of work changed from the previous position description? What is the breadth or depth of work?
- What is the new body of work?
- Where is the previous body of work being allocated, if being reallocated?
- Is there an effect on nearby positions? Will this change affect their scope of work?
  - Are any duties being removed from other positions and assigned to this position?  
How does that affect the other position's scope and accountabilities?
- Is there an increase in knowledge to perform the work? If so, what is that needed knowledge?
  - PD should have list of specific ORS, OARs, state/federal guidelines, grant requirements, etc.

### The Decision Making Authority:

Decisions made by the position are listed in Section 7 – and align with the purpose and duties of the position.

- Generally, what are the typical decisions?
- What do they pertain to?
- Who's impacted by the decisions?
- What are the benefits of the decisions being made?
- What are the consequences of poor decisions?

## FLSA designation:

- Full analysis to include how the position meets the FLSA criteria selection. There is a helpful [FLSA Worksheet](#).

## Service Type:

Please also reference the [Management Service Checklist](#).

- Positions are classified, unless a legally defensible argument can be made
  - In considering executive service positions, cite the Oregon Revised Statute
- Where does the position report?
  - Locations of positions can help support classification levels. The higher the classification, the higher in the organizational structure.
- What types of decisions are made?
- What do the decisions impact?
- How much authority does the position have?

## Helpful hints:

- Detail the duties, responsibilities and decision making in the analysis and how they relate to the classifications to be considered
  - These can be found in Sections 2a, 2b, and 7 in the position description
- Summarize the duties, especially in response to the above questions
  - Review the most recent previous position description, if available, and describe the differences between the new and old
- Give brief examples of work that demonstrate the requested job classification
- Work with managers in writing position descriptions

## What to attach:

- Current position description with minimum of appointing authority signature (updated and signed within last 12 months)
- Organizational chart, which includes:
  - Classification number, classification title, position number, and incumbent name
  - Demonstrates two levels above and a level below, if applicable
  - For manager positions, add two levels above the position, all of the employees reporting to the position, and all peer manager positions and their reports.
- Analysis

## Resources:

- [Classification Guide](#)
- [Class Guide Glossary](#)
- [Job Family Definitions](#)
- [FLSA Worksheet](#)
- [Management Service Worksheet](#)
- [Sample Analysis](#)
- [Detailed Example of an Org Chart](#)
- Workday Training – *please login to Workday and search for these learning opportunities*
  - Overview of the State's Classification & Compensation System
  - Onboarding for Classification and Compensation Employees
  - How to Write Position Descriptions
  - Overview of Oregon State Government

Please also reference the full [Classification Guide](#)