

State of Oregon  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
Human Resource Services Division



State Policy: 20.000.01 Classification Plan Development and Maintenance

APPLICABILITY: Classified and management service employees

REFERENCE: ORS 240.015; 240.145(3); 240.190; 240.215; 240.217; 240.250; 240.321(4); 243.650 to 243.782; 292.951

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**(1) Policy:** In an attempt to achieve an equitable relationship between the comparability of the value of work performed by employees in state service and the compensation and classification structure of the state system, the Division shall adopt and maintain a statewide classification plan. Accordingly:

- (a) The Division and agencies shall be jointly responsible to group jobs into broad, occupationally-based statewide classes within the plan whenever possible.
- (b) The Division and agencies shall work to reduce the total number of classes consistent with good management practices and ORS 240.190 and ORS 243.650 to 243.782.
- (c) Classes of work shall be discrete and internally consistent.
- (d) All class specifications shall conform to Division content and format requirements, be supported by proper documentation, and be approved by the Division.
- (e) An agency may request a classification plan change from the Division. The request shall include a statement of the origin of the problem, a general assessment of its scope, and recommend a solution including identifying how the proposed action will resolve the problem.
- (f) The Division and agencies shall be jointly responsible for maintaining comparability and consistency in classification matters when establishing new classes or modifying the existing class plan.
- (g) Subject to final review and approval, the Division may delegate the revision of an existing class or series or the development of a new class or series to an agency or group of agencies. As guided by the Division, the agency or group of agencies will complete the necessary classification work.