

SUBJECT: Classification Plan Development and Maintenance **NUMBER:** 20.000.01

DIVISION: Chief Human Resources Office **EFFECTIVE DATE:** 2/01/2019

APPROVED: Signature on file with the Chief Human Resources Office

POLICY STATEMENT: It is the goal of Oregon state government to achieve an equitable relationship between the comparability of the value of work performed by employees in Oregon state government and the compensation and classification structure of Oregon state government's system.

AUTHORITY: ORS 240.015; 240.145(3); 240.190; 240.215; 240.217; 240.250; 243.650 to 243.782; 292.951 to 292.971

APPLICABILITY: Classified and management service employees

ATTACHMENTS: None

DEFINITIONS: Also refer to State HR Policy 10.000.01, Definitions

POLICY:

The CHRO shall adopt and maintain a statewide classification plan. Accordingly:

- (1) The CHRO and agencies shall be jointly responsible to group jobs into broad, occupationally-based statewide classes within the plan whenever possible.
- (2) The CHRO 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.
- (3) Classes of work shall be discrete and internally consistent.
- (4) All class specifications shall conform to CHRO content and format requirements, be supported by proper documentation, and be approved by the CHRO.
- (5) An agency may request a classification plan change from the CHRO. 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.
- (6) The CHRO and agencies shall be jointly responsible for maintaining comparability and consistency in classification matters when establishing new classes or modifying the existing class plan.

- (7) Subject to final review and approval, the CHRO 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 CHRO, the agency or group of agencies will complete the necessary classification work.