

**DAS Statewide Policy**

<b>SUBJECT</b>	Position Management	<b>NUMBER:</b>	30.000.01
:	Human Resource Services Division	<b>EFFECTIVE DATE:</b>	<b>08/05/05</b>

**APPROVED: Signature on file with the Human Resource Services Division**

**POLICY STATEMENT:** State agencies shall manage work assignments within the budgeted position classification levels. Accordingly, an appointing authority shall:

**AUTHORITY:** ORS 240.015; 240.145(3); 240.205(1)-(5); 240.215; 240.311; 243.650(6)(16)(23)

**APPLICABILITY:** Classified, management service, and unclassified executive service positions

**ATTACHMENTS:** None

**DEFINITIONS:** See HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

**POLICY:**

- (1) State agencies shall manage work assignments within the budgeted position classification levels. Accordingly, an appointing authority shall:
  - (a) Develop and maintain a complete and current position description for each position which accurately describes the duties, authorities and responsibilities assigned by management.
  - (b) Allocate each position to the available classification that best depicts the assigned duties, authority and responsibilities and maintain written documentation of allocation decision rationale.
    - (A) Allocation, reallocation, and reclassification decision documentation shall include an accurate, current written position description and organization chart; and a clear narrative justification for the allocation based on relevant classification specifications. At a minimum, the narrative justification should include the: 1) reason for the position review or establishment; 2) information and classifications considered; 3) analysis; and 4) classification decision.
  - (c) Determine and maintain accurate statutory assignment or representation identifications of each position to include:
    - (A) Exclusion from a bargaining unit when a position meets the ORS 243.650(6), (16) or (23) definition of confidential, managerial or supervisory; or
    - (B) Assignment to the unclassified executive service when a position is in the unclassified service as specified in ORS 240.205(1), (2), (3), (4) and (5). Positions identified as principal assistants, pursuant to ORS 240.205(4), require the approval of the Director of DAS to be placed in the unclassified executive service.
  - (d) When changes in position assignment are required, plan the impact on position classification and related positions before assigning a change in duties, authorities and responsibilities.

- (e) Review position allocations periodically and correct any allocation errors.
- (f) Determine and implement the appropriate method of position change when allocating a position to a different classification as follows:
  - (A) Reclassify the position and employee when the change is based on the finding of a significant change in duties, authority, and responsibility but still requires the same knowledge and skills of the occupational area. The changes in position duties will usually have occurred gradually over a period of time.
  - (B) Simultaneously abolish an existing position and establish a new position in a different classification when a position has significantly different knowledge and skills of the occupational area. The changes in position duties will usually have occurred immediately rather than over a period of time.
  - (C) During a classification study, reallocate the position and the employee when the duties remain the same and a new classification or a revision of an existing classification results in a more appropriate allocation.
- (g) Comply with HRSD State Policies 30.005.01, Effect of Position Classification Change on Incumbents, and 20.005.10, Pay Practices.
- (h) Not utilize the classification system to resolve employee compensation issues.

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- (1) **Performance Measure:** Percentage of complete and up-to-date position descriptions for each agency position.  
**Performance Standard:** 100%
  - (2) **Performance Measure:** Percentage of position allocations, reclassifications, and/or reallocations having written decision documentation which supports allocation decision.  
**Performance Standard:** 100%
  - (3) **Performance Measure:** Percentage of positions changed, through reclassification that meets the position change definition for reclass.  
**Performance Standard:** 100%
  - (4) **Performance Measure:** Percentage of unclassified executive service positions that meet requirements for placement in the unclassified executive service.  
**Performance Standard:** 100%
  - (5) **Performance Measure:** Percentage of positions excluded from the bargaining unit consistent with statutory definition for supervisory, managerial or confidential employee.  
**Performance Standard:** 100%