



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Position Management, Reclassification and Establishment	DOC Policy: 20.3.2
Supersedes:	DOC Policy 20.3.2, "Position Management, Reclassification and Establishment," dated 7/15/98.	
Applicability:	Management service, executive service employees. Refer to applicable labor agreements for represented employees.	
Directives Cross-Reference: State Policy 20.000.01, 30.000.01		

I. PURPOSE

To provide a uniform method for department managers and supervisors to process requests for reclassification, allocation of new positions to classification, and to provide a basis for equitable treatment of each request.

II. DEFINITIONS

- A. **Reclassification:** a classification change based on a significant change of position duties, authority, and responsibilities, but with continuation of the same general knowledge and skills.
- B. **Reclassification down:** the change of a position and/or employee from one classification to another classification having a lower salary range number.
- C. **Reclassification up:** the change of a position and/or employee from one classification to another classification having a higher salary range number.
- D. **Abolish/Establish:** the simultaneous abolishment of a position and establishment of a new position in a different classification when significantly different knowledge and skills are required. Differs from reclassification primarily in that the new job is significantly different from the former one, requiring different knowledge and skills.
- E. **Allocation:** the assignment of a position to a classification.
- F. **Permanent financing:** generated through reduction in approved position authority, i.e. off-setting the cost of new position establishments and upward reclasses with an equal amount of savings from position abolishments or downward reclasses.
- G. **Permanent financing plan:** a plan that identifies the long term cost to implement a position change or establishment. The calculation is done using a top step to top step comparison of the full biennial value of FTE and salary dollars for the requested position change.

III. POLICY

A. Department supervisors shall:

1. Carefully review the duties and responsibilities of all positions to ensure they are properly classified. Position descriptions shall be reviewed annually by all employees and their supervisors. When changes in position assignment and requirements are contemplated or required, consult with the assigned department Human Resources Consultant (HRC) to determine and plan the impact on the position's classification and other related positions **before** assigning a change in duties, authorities, and responsibilities.
2. Submit all requests for the reclassification (up or down) of existing positions and the allocation of newly established positions to the appropriate appointing authority for review prior to submission to the assigned HRC. The request shall be accompanied by:
 - a. A revised position description, signed by the incumbent and supervisor.
 - b. A written explanation stating:
 - (1) Basis for the request (e.g., increased responsibility, reorganization, change in current duties, assignment of new duties);
 - (2) Classification information (e.g., how long the duties have been in effect; where they were formerly performed, if applicable; other positions in the department doing similar work);
 - (3) For reclassification of an existing position, what efforts have been made to bring the duties into line with the allocated classification.
 - c. A current organization chart showing the relation of the position to others in the work unit.
 - d. A permanent financing plan.

- B. The department's classification analyst shall:
1. Within seven (7) days of receipt, acknowledge the request in writing to the employee and supervisor, and within thirty (30) days from receipt of the request shall perform a classification analysis of the duties and responsibilities assigned to the position in relation to relevant classification specifications. The employee shall be notified if a desk audit is necessary. The evaluation may or may not include an interview with the employee and/or supervisor.
 2. Recommend whether the reclassification is warranted or not and determine the financial impact. Upon completion of the analysis, the employee, supervisor and appropriate appointing authority shall be notified of the classification recommendation.
- C. Implementing position changes:
1. The supervisor who submitted the request may appeal the recommendation of the classification analyst to the appropriate appointing authority.
 2. The appropriate appointing authority shall review the classification recommendation. If the appointing authority disagrees with the classification analyst's recommended position classification, (s)he shall state the reason(s) and submit their recommendation to the appropriate assistant director for a decision. The Assistant Director shall review the request and make a decision, document the rationale for the decision, and return it to the classification analyst for action. If the decision is for an upward reclassification of the position, the Assistant Director shall identify the necessary permanent financing if available.

If permanent financing has been identified, the classification analyst shall prepare a reclassification request, including a permanent financing plan prepared by the department Budget Section and forward it to the Department of Administrative Services, ABIS Section for processing. Upon notification from DAS, ABIS Section, that the changes have been entered on the PICS, department Personnel Records and Payroll will complete the position record and make the payroll adjustment.
 3. If it is determined that no permanent financing is available, the supervisor shall be given the option of reassigning the duties that warranted an upward reclassification recommendation. In those cases, in consultation with the HRC, the supervisor shall restructure the job or determine which duties should be removed in lieu of reclassification upward.

- a. If the duties are reassigned, the supervisor shall amend the position description accordingly and obtain the employee and appointing authority signatures. The supervisor shall send a copy of the position description to the Personnel Records Unit.
 - b. If the supervisor determines that the duties that warrant an upward reclassification cannot be removed because of business necessity, with the Assistant Director's approval and in consultation with the Human Resources Consultant, the supervisor shall authorize a work out of class assignment in accordance with DOC policy 20.2.3.
4. Each functional unit is responsible for the permanent financing of their reclassification/establishment requests. Requests that do not have permanent financing identified shall be placed on a department wide "reclass" list maintained by the classification analyst. The list will be submitted to the Executive Management Team periodically to establish a priority for permanent financing as it can be identified.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.