

Department of Administrative Services



Chief Human Resources Office
Classification and Compensation Unit

Budget Instructions



When agencies are preparing requests for permanent positions, limited duration positions, or position reclassifications, they should prepare and have ready to submit upon request position descriptions, organization charts, and CHRO approval memos. When the CFO analyst is considering approval of the positions requested, the analyst may request the state agency forward this supporting information.

Classification Approvals



ORS 240.215

- Requires the Personnel Division (CHRO) at DAS to, “...adopt a classification plan which shall group all positions in the classified service in classifications based on duties, authority and responsibilities...”
- Also establishes a post-audit review by the CHRO, and if “...a position is found to be misallocated, the agency shall change the allocation of the position to the proper class for the work...”

ORS 240.240

- Establishes similar guidelines for management and unclassified service

Mitigates risk that different agencies with same jobs will classify and pay differently

Legislative Approval and CHRO Approval



- Can be different
- Legislature approves FTE and associated dollars in agency budget
- To establish or reclassify a position, need CHRO approval memo

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