

# Department of Administrative Services



## Reviewing the PD – Questions to ask the Manager – Part 2

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# Agenda

- 01 Position Description Check
- 02 Desk Audit Questions for Manager
- 03 Org Chart Considerations
- 04 Analysis - Reminders
- 05 Roundtable - Reminders



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## Position Description Check



What has changed and why is the manager requesting the reclass/establishment?

*Tip - This information helps set the stage on why the establishment/reclass is needed - this information can go in the background portion of your analysis*

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## Position Description Check



Is the PD in good shape or does it need any work? Ask yourself:

- Based on the PD, do you have a good idea of what this position does and the level of authority/decision making this position has?
- Does this PD prove why this position should be at the proposed level? (Are the distinguishing features clearly reflected within the PD?)

*If answer is NO to any of these questions, you will need to get more information from the manager*

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## Desk Audit Questions for the Manager



### Getting More Information from the Manager:

- Desk audit questions, phone call, in person or virtual meeting
- Use the distinguishing features of the proposed classification to draft desk audit questions (Avoid Yes/No answers, have them provide examples of duties or work products)
- Additional information from the manager NEVER hurts the situation. It either:
  - Helps support the proposed level (Tip-use information from desk audit answers to provide detail and justification in your classification analysis. You may also use this information to beef up the PD.)
  - Gives you the ability to highlight the deficiencies between the position and the proposed level and how it falls short

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## Org Chart Considerations



- Are there duplicate positions within the unit/program that are performing the same/similar work? If so, does that make sense to have duplicate positions at this classification level and/or for a program of this size?
- For supervisory positions - is this position supervising two or more employees? Is the supervisor/employee ratio within reason?

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## Analysis – Reminders



- A classification analysis should include original content and unique rationale. (This should not be solely copy/paste from the PD and the class specs.)
- Classifications considered:
  - Look at different series (especially similar series – OPA and PA)
  - Review one level up and down (within a series)
  - Don't skip on rationale for why you are ruling out classifications/series
- For FLSA Exempt positions, provide justification as to why (don't simply use boiler plate language from template)
- If using acronyms are used in the PD or analysis, make sure to indicate what it stands for

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## Roundtable - Reminders



- Use new [Position Description](#) from the [CNC website](#) (especially for FLSA Exempt - Computer)

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Questions?

