

MAINTENANCE OF THE CLASSIFICATION PLAN

Description and Scope - The Classification Plan is an official listing of classes established by DOER which are currently in the classified service. The Commissioner of DOER may establish, abolish, merge or change the title of classes and shall assign individual positions in the classified service to classes based upon the duties, responsibilities and qualifications required.

Objectives - To ensure that positions are classified in an objective manner so that other personnel and administrative functions are based upon accurate information about the positions.

Definitions - Key Terms

"Class merger" means the combining of two or more classes into a single class under the title of one of the classes or under a new title.

"Class title change" means a change in the official title of a class to more clearly identify a position or group of positions allocated to that class where the purpose, major functions and required qualifications remain essentially unchanged.

Responsibilities -

A. Appointing Authorities:

- Design individual positions.
- Report changes in organizational structure or job duties which might affect the classification of positions to the DOER Staffing Division.
- Recommend changes in classification to DOER when significant changes in duties and responsibilities have occurred.
- Maintain an individual position description for each employee that reflects the nature, purpose, duties and responsibilities of his/her position. Preparing position descriptions is prescribed in Administrative Procedure 20.
- Notify appropriate supervisor and incumbent of classification decisions.

B. Department of Employee Relations:

- At the request of agencies, employees, or on its own initiative review positions to determine the proper classifications.

- Provide written notice of the final determination to the requesting party.
- Advise agencies on classification matters.
- Establish, modify, abolish or merge classes to meet changing needs.
- Provide classification and job evaluation training to agencies.
- Maintain official roster of classes.

C. Employees:

- Inform their immediate supervisor, manager and/or personnel director when they think their duties or positions have significantly changed.

Provisions –

- A. Requests from appointing authorities to DOER for initial allocation or reclassification of positions shall include:
1. A completed position description signed by the appropriate party/parties
 2. A current organization chart or description of the unit identifying the positions above, below, and the position to be studied.
 3. For existing positions, a cover memo which states the changes in the position and how those changes occurred.
 4. For non-managerial positions which provide supervision or lead work direction to employees, a completed "Supervisory Status Questionnaire."
- B. Employees may submit requests to have their positions evaluated directly to DOER. An employee may include the documentation listed in A 1 thru 4 above if the employee has such information available. If not, DOER will request the documentation from the agency. Eligibility for back pay upon reallocation does not begin until a properly documented request is received in DOER.
- C. The date of the request and subsequent date for eligibility for back pay is the date the properly documented request is received in DOER, or in the case of delegated authority, the date received in the personnel office of that agency.
- D. When classes are merged, incumbents are automatically placed into the new class with no probationary period, and incumbents maintain or continue classification seniority.
- E. When a class title is changed, the incumbents maintain classification seniority.

Appeals –

An appointing authority who is affected by a position allocation or reclassification or an employee who is affected by a position reclassification may appeal the decision to the commissioner. An appeal by the appointing authority must be submitted in writing within 30 calendar days of the date of receipt of the notice of allocation. An employee may appeal within 30 calendar days from the date the employee is notified of the decision by the appointing authority. To warrant

reconsideration, an appeal must include material and exhibits relevant to the allocation of the position.

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. Administrative Procedure 8 - Designation of unclassified positions and establishment of salary rates and ranges for such positions.
- B. Administrative Procedure 20 - Job clarification/performance appraisal.
- C. Collective bargaining agreements.