

EMPLOYEE POSITION CLASSIFICATION

10.01 PURPOSE

The purpose of this regulation is to **address** Department policy and procedures **regarding** employee position classification.

10.02 GENERAL INFORMATION

- A. Job Replaces Class: As a result of the implementation of the Systems, Applications, and Products (SAP) Human Resources module in January 2004, the term "job" replaced "class." Job is typically used when referring to the former class specification/title; e.g., Clerk Typist 2. This change is reflected herein.
- B. Position Descriptions:
1. As an integral aspect of sound human resource management, it is the policy of the Commonwealth that all departments and agencies under the Governor's jurisdiction **have a current Position Description (PD)** in the Online PD Application for each position within the department/agency. AR 4-38, Position Descriptions, provides instructions for the creation and maintenance of PDs.
 2. The primary principle of equity upon which the Classification Plan is based is that employees will receive equal pay for equal work. The PD is the basic means to ensure equity.
 3. Up-to-date PDs serve as a convenient and valuable tool in documenting work assignments for staffing, training, and pay purposes; in delineating reporting relationships; and in identifying and clarifying areas of responsibility and delegation of authority.
 4. The position, not its incumbent, is classified. The position job title (e.g., Clerk Typist 3, is based on the work to be performed by the employee in that position. It is not based on the qualifications or capabilities of the employee.

- C. Classification and Pay: Although the Commonwealth's Classification Plan and Pay Plan are separate entities, they are closely interrelated. The orderly grouping of positions into jobs based on the kinds and levels of work performed is a prerequisite to determining a fair and equitable pay scale group. While the Department may allocate positions to jobs within the constraints of its delegated classification authority, the establishment of pay scale groups is the exclusive responsibility of the Office of Administration (OA), with approval of the Executive Board. A listing of Department job titles and associated pay scale groups is available on the Bureau of Human Resources' intranet site.

- D. Job Specifications: Approved and issued by OA for all job titles, job specifications are available at <http://classweb.state.pa.us/select.asp>. These specifications are not confidential and are accessible by all Department personnel. They provide a general description of the duties and minimum experience and training for a given job. These specifications may be used as a reference or guideline, but shall not be copied verbatim when preparing the PD.

10.03 RESPONSIBILITY FOR POSITION CLASSIFICATION

- A. Executive Board: Responsible for standardizing the qualifications for employment and all titles, salaries, and wages, including establishing different standards for different kinds, grades, and classes of similar work or service.

- B. Office of Administration: Responsible for reviewing the classification of all positions to ensure that classifications are administered in accordance with standards adopted by the Executive Board.

- C. Bureau of Human Resources: Responsible for ensuring that classification standards applied to Department positions are accurate, and for reporting and recommending appropriate changes to the Deputy Secretary for Human Resources and Management, OA, for those classification standards which are no longer appropriate. The Bureau of Human Resources ensures the maintenance of accurate PDs in the Online PD Application, conducts reviews of individual positions and groups of positions, and conducts organizational management studies within the Department. The Bureau of Human Resources also conducts an annual review of 25 percent of complement positions, and coordinates any organizational or functional

changes affecting position levels with OA prior to implementation.

- D. Department Supervisors: Responsible for the utilization of positions in accordance with their assigned jobs, for reporting to the Bureau of Human Resources any discrepancies which may be discovered, and for maintaining accurate and up-to-date PDs in the Online PD Application for their subordinates.

10.04 METHODS OF REQUESTING EMPLOYEE POSITION CLASSIFICATION REVIEW

- A. Supervisory Request: When personnel in supervisory positions perceive that the responsibilities of a subordinate's position have changed so that the current job for that position may no longer be accurate, they may submit **Department Correspondence, SP 3-201**, to request a classification review. The request shall be submitted to the Director, Bureau of Human Resources, through channels. The request shall contain a statement that the employee's online PD is current and include an organization chart that displays the employee's and supervisor's positions. The organization chart is available in SAP's Employee Self Service (ESS) module by selecting "My Organization." The Troop/Bureau/Office administrator shall attach the documents to a Position/Personnel Action Request (PAR) for submission to the Bureau of Human Resources. The effective date for any upward reclassification will be the date the request is received in the Bureau of Human Resources.
- B. Employee Request (Not a Grievance): An employee who believes their position may be improperly classified may submit **Department Correspondence, SP 3-201**, to request a classification review. The request shall be addressed, contain the information, and be submitted in the same manner as indicated in Paragraph 10.04.A. The effective date for any upward reclassification will be the date the request is received in the Bureau of Human Resources.
- C. Employee Appeal: An employee who believes their position may be improperly classified may appeal their position's classification, through channels, to the Director, Bureau of Human Resources, for further processing and forwarding to the Deputy Secretary for Human Resources and Management, OA. The process addressed in paragraph 10.04.A shall be

followed when submitting this request. The subject line of the Department Correspondence must contain the words "classification appeal" to differentiate between an employee request and employee appeal. The effective date for any upward reclassification will be the date the appeal is received in the Bureau of Human Resources.

- D. **Employee Grievance:** If a contract-covered employee perceives their position to be misclassified, and their contract contains a grievance procedure, the employee may process an appeal for a reallocation of their position through the grievance procedure outlined in their labor agreement. The grievance form is forwarded by the employee or union representative directly to the Bureau of Human Resources. The effective date for any upward reclassification will be the date the grievance was filed in writing.
- E. **Office of Administration or Department Review:** Studies may be periodically conducted on a **job or job series**. For example, in the past, **a study had** been conducted on the **various information technology jobs in the Classification Plan**. Such studies may be **directed** by OA or initiated by the Bureau of Human Resources. Troop **Commanders and/or** Bureau/Office Directors shall be notified of **such studies and will be asked to provide** a current PD for the positions being reviewed, and, if needed, subordinate or supervisory **PDs if current PDs for these positions are not available in the Online Position Description Application**. Upon conclusion of the study, the Commander/Director shall be notified of the results and any action to be taken. The date of the official publication of results shall be the effective date for any reclassification.

10.05 PROCESSING OF REQUESTS BY THE BUREAU OF HUMAN RESOURCES

- A. **Initial Receipt:** Requests are **received via PAR** in the Bureau of Human Resources **PAR resource account** and are processed in the order of receipt. There are no time frame requirements for classification **review processing** other than those **submitted as a classification** grievance. However, in the interest of **providing** timely responses to requestors, the Classification **and Organizational Management** Section shall process **all** requests as efficiently as possible.

- B. Acknowledgment of Receipt: **Email notification** is sent to the **employee and their immediate chain of command acknowledging** receipt and to advise that contact will be made to schedule a desk audit.

10.06 CLASSIFICATION REVIEW PROCESS

- A. The OA has designated all Commonwealth jobs as either "decentralized" or "centralized."
 - 1. The Director, Bureau of Human Resources, has the authority to review and render a final decision on "decentralized" jobs. **Exceptions to this involve employee appeals and positions located within the Bureau of Human Resources which are forwarded to the OA for a classification determination.**
 - 2. **Only OA has the authority to approve reclassification to "centralized" jobs. The Director, Bureau of Human Resources shall forward reclassification requests involving a preliminary determination that a position should be reclassified using a "centralized" job to the OA for further review and a final classification determination.**
- B. The **reclassification** request is reviewed by the Classification and Organizational Management Section and a **desk audit interview with the employee and employee's supervisor is conducted. During the interview, the analyst asks the employee to describe in-depth all functions and responsibilities of their particular position. It is very important to convey, in layman's terms, all aspects of the position so the analyst has a thorough understanding of the duties. The analyst will speak with the immediate supervisor for additional information, clarification, or both. Reference is made to the written PD, job specifications, and notes taken during the interview when preparing the final report.**
- C. **Reclassification decisions are made by comparing the duties and responsibilities of the position with the definition of work; examples of work; required knowledge, skills, and abilities (KSA); and minimum experience and training (MET) requirements listed on the job specifications which may be appropriate for the position. Additionally, OA provides benchmark requirements for**

various jobs based upon work being done in all agencies. It should be noted that neither quality nor quantity of work is a factor for reclassification.

- D. Upon completion of the classification review, the Classification **and Organizational Management** Section forwards a report containing the **classification** recommendation to the Director, Bureau of Human Resources, for final approval.
- E. **When the reclassification request must be submitted to the OA due to a "centralized" job recommendation or as a result of an employee appeal, the OA staff will typically perform a desk audit interview with the employee and employee's supervisor prior to making their final determination. OA notifies the Director, Bureau of Human Resources and, in the case of an employee appeal, the incumbent of the position, of their final classification determination.**
- F. **The Director, Bureau of Human Resources, forwards written notification of the results of the review to the Troop Commander or Bureau/Office Director. Final processing of the PAR that initially forwarded the classification review to the Bureau of Human Resources will take place after the above notification has been sent.**

10.07 PROCEDURES WHEN A RECLASSIFICATION REQUEST HAS BEEN APPROVED

- A. **Civil Service Positions (Contract-Covered and Noncontract-Covered):** In addition to the steps listed in this regulation, the Bureau of Human Resources obtains a **Civil Service Certification** for the employee to enter the new job. The State Civil Service Commission confirms the employee meets the MET requirements for the new job, if necessary.
- B. All Employees (Civil Service and Non-Civil Service):
 - 1. The employee is notified via correspondence by the Director, Bureau of Human Resources, through the appropriate Troop Commander or Bureau/Office Director of the approved reclassification. It addresses the new job, salary, and effective date of the reclassification. Salary increases are in accordance with current labor contracts. The employee's supervisor is advised to

create a new PD **in the Online PD Application** to reflect the employee's new job.

2. The Bureau of Human Resources processes the payroll transactions.
- C. Lateral Reclassification: It should be noted that some reclassifications do not result in a pay increase. If the new job is in the same pay scale group as the current job, there will not be a salary change (e.g., Clerk Typist 2 **position** being reclassified as Clerk 2; both pay scale group 3 **jobs**).

10.08 PROCEDURES WHEN A RECLASSIFICATION REQUEST HAS BEEN DISAPPROVED

- A. Troop or Bureau/Office Notification: When the approving authority determines the employee's position is accurately classified and a reclassification request is disapproved, correspondence is directed to the Troop Commander or Bureau/Office Director by the Bureau of Human Resources stating such and listing pertinent comments in support of the decision not to reclassify.
- B. Recourse Upon Disapproval:
 1. An employee may request an explanation of the final decision based on the premise that pertinent position information was overlooked or not accurately described. The employee should directly contact the Employment Services and Systems Division, Bureau of Human Resources, by telephone or email to receive such explanation.
 2. Contract-covered employees have the right to initiate grievance procedures as outlined in their labor agreement.
 3. An employee may appeal their job, through channels, to the Director, Bureau of Human Resources, for further processing to the Deputy Secretary for Human Resources and Management, OA.

10.09 MISCLASSIFIED POSITIONS

- A. Corrective Measures: Upon identification of a position which, through review, is found to be improperly classified, steps will be taken to correct the misclassification. This may be done by:
 - 1. Changing the duties and responsibilities to correspond to the **position's classification, if appropriate.**
 - 2. Reclassifying the position upwardly, **laterally, or** downwardly to the proper job **based on the duties assigned.**
- B. Downgraded Positions: Incumbents in positions reclassified downward to the proper job and pay scale group shall normally not incur any reduction in salary.
- C. Demotion and Subsequent Promotion: An employee previously demoted **as a result of a downward position reclassification** shall not receive, upon promotion, a pay rate greater than that which the employee would have received had the employee not been demoted.

10.10 CLASSIFICATION REVIEW OF VACANT POSITIONS

All requests to fill vacant positions shall be submitted in accordance with the provisions of AR 4-20, Employee Position Vacancies, to the Director, Bureau of Human Resources, for determination of the appropriate position classification prior to posting. **The PD and organization chart shall be attached to the PAR requesting** to fill the position.

10.11 LIMITATIONS FOR POTENTIAL RECLASSIFICATION

- A. Position Classified at Highest Level: The responsibilities of the position may not merit a higher level job. The incumbent may have to leave the Troop or Bureau/Office, or Department if a higher level position is desired.
- B. Insufficient Experience, Training, and Education: The incumbent may not meet the experience, training, and education requirements of a different job. A different job might require skills, education, training, and experience other than that which an incumbent possesses. The incumbent has a responsibility to personally prepare to meet those requirements if a different position is desired.

- C. Assignment of Work: It is the responsibility of supervisors and managers to be familiar with the classification process, so that appropriate decisions regarding assignment of work can be made.
- D. Classification Limits: Some jobs have no existing higher levels (e.g., **Management Technician**). If work assignments in such jobs remain generally the same, the job will not change. Occasionally, drastic changes in position duties may lead to the creation of a new job, but this is rare.