

EMPLOYEE POSITION CLASSIFICATION

10.01 PURPOSE

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

10.02 POLICY

- A. Commonwealth Management Directives establish policy, responsibilities, and procedures for the position classification program.
- B. In accordance with prescribed policy, the Public Safety Human Resource Delivery Center (PSHRDC) is committed to conducting fair, thorough, technically competent, and timely reviews of all classification requests.
- C. Position classification decisions are based on an analysis of the work that is assigned to a position and the appropriate jobs within the Commonwealth's Classification and Pay Plan. Job performance, qualifications, and volume of work do not factor into the decision.

10.03 DEFINITIONS

- A. Classification Analysis: A process that involves separating the work assigned to a position into its component parts, evaluating each component, identifying and explaining the link between the work and the recommended job specification for each component, and recommending the most appropriate job. The classification analysis is documented in the technical evaluation resulting from a classification review.
- B. Commonwealth Classification and Pay Plan: The collection of job specifications used by agencies under the Governor's jurisdiction to classify work. An appropriate pay schedule and pay rate are assigned to each job in the plan.
- C. Desk Audit: A meeting between the incumbent of a position under review for classification purposes and a human resources analyst to discuss the duties and responsibilities assigned to the position.

- D. Job: A body of work performed by one or more positions that have similar duties and responsibilities, so that the same title and code may be used to describe all positions in the group. The positions may be treated alike for recruitment, selection, pay, and other human resource purposes.
- E. Job Specification: A written description of a job that defines and describes representative duties and responsibilities. It also sets forth the experience and training that provides the essential knowledge, skills, and abilities to perform the work of the job classification, which is accessible via the following link: <http://classweb.state.pa.us/>.
- F. Position: An authorized and individually identified group of duties and responsibilities assigned or delegated by competent authority requiring the full or part-time employment of at least one person.
- G. Position Classification: The allocation of a position to a job specification based on analysis of the duties assigned to the position.
- H. Position Description: The official written statement of the duties assigned to a position and other position-specific information that includes the position's purpose, description of duties, decision-making responsibilities, necessary requirements, and essential functions. The position description is used for a variety of purposes, to include position classification.
- I. Position Management: The process by which decisions are made regarding what duties will be assigned to a position.
- J. Reclassification: The reassignment of a position to a different job to recognize a change in duties and/or responsibilities; correct an error in the original classification; or to be assigned to a new, revised, or more appropriate classification.
- K. Technical Evaluation: A report that provides information about a body of work and the analysis that was conducted to determine the classification recommendation/decision. Technical evaluations contain thorough classification analysis and reflect a clear application of appropriate classification standards derived from the job specifications.

10.04 GENERAL PROCEDURES

A. Duties of Supervisors:

1. Plan, organize, and assign work as part of sound position management.
2. Ensure online position descriptions (PDs) for subordinate positions are prepared and maintained.

NOTE: The online PD application is accessible via the following link: <http://www.occup.state.pa.us/startpages/start.asp>. AR 4-38, Position Descriptions, provides applicable guidance.

3. Recognize changes in a body of work which may warrant a classification review. Update the online PD to include changed and/or new duties prior to requesting a position classification review. Understand that an accurate and up-to-date position description is a critical component of the classification review process.

B. Types of classification reviews:

1. Supervisor-Initiated: A position classification review may be initiated by submitting a Position Action Request (PAR) to the PSHRDC when a supervisor perceives that the responsibilities of a subordinate's position have changed, and the current job classification may no longer be accurate, or when an employee questions a job classification and the supervisor/manager agrees that a review of the position is warranted. The PAR form is accessible via the following link: <https://oaiss.state.pa.us/par/entryform.asp>. The request shall reference confirmation that an activated/current online PD is available for the classification review. Department Correspondence, Form SP 3-201, shall be addressed to the Manager, PSHRDC, and attached to the classification review request. Although optional, it is helpful when the supervisor can include a description of the changes to the work duties, and/or an identification of specific work duties that are believed to be more appropriate for a suggested/different job classification.

2. Employee-Initiated (non-grievance): An employee who perceives his/her position may be improperly classified may initiate a request for a position classification review via Department Correspondence or email to his/her supervisor/manager. Although optional, it is helpful when the employee can include a description of the changes to their work duties, and/or an identification of specific work duties that are believed to be more appropriate for a suggested/different job classification. Troop/Bureau/Office administrative or clerical support staff shall attach any correspondence to a PAR, reference confirmation that an activated/current online PD is available for the classification review, and submit the request on behalf of the employee to the PSHRDC.

NOTE: Prior to submission, the employee shall seek an updated online PD from his/her supervisor if the active version is not accurate.

3. Employee Appeal: An employee may appeal the PSHRDC's classification determination of his/her position. Troop/Bureau/Office administrative or clerical support staff shall attach the employee's appeal (e.g., correspondence or email message) to a PAR and submit it on behalf of the employee to the PSHRDC. The PSHRDC will forward the appeal to the Deputy Secretary for Human Resources and Management, Office of Administration, or his/her designee.
4. Employee Grievance: If a contract-covered employee perceives his/her position to be misclassified, and his/her contract contains a grievance procedure, he/she may seek reclassification of his/her position through the grievance procedure outlined in his/her labor agreement. The employee or union representative shall forward the grievance form directly to the PSHRDC (ATTN: Director, Bureau of Talent Management).
5. Classification Study: A study may be conducted on a job, job series, or position in a specific organization or work unit. Such studies may be initiated by the PSHRDC; the Office of Administration, Bureau of Organization Management; or agency management. Purposes for such studies may be to revise or create job specifications due to recruitment or retention difficulties, to determine the impact of program changes, or as the result of a high

incidence of classification grievances. During a classification study, if identical or similar work is being performed by more than one position, a representative sample is reviewed rather than conducting a desk audit with every employee.

6. Request to Fill (a Vacancy): When a program area seeks to post an authorized vacancy, the supervisor shall review the online PD and revise it, as appropriate, to ensure it is accurate and current. Prior to posting, a PSHRDC classification analyst will ensure the position is properly classified.

C. Public Safety Human Resource Delivery Center:

1. Classification reviews are generally processed by the PSHRDC in order of receipt.
2. Typically, the classification analyst conducts an employee desk audit and supervisory follow-up discussion as part of the review process.
3. After the classification analyst has gathered position information, he/she compares it against job specifications which may be appropriate for the position.
4. Classification recommendations, typically in the form of a technical evaluation report, are provided to the Manager, PSHRDC, or his/her designee. Recommendations to jobs with centralized approving authority are further submitted to the Office of Administration, Bureau of Organization Management.
5. Following completion of the review, the employee and his/her chain-of-command are notified of the results.