

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources
January 11, 2012

CIVIL SERVICE BULLETIN 4.3A

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: Classification Management Procedures

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This bulletin updates Personnel Bulletin 4.3 (issued August 24, 1983) and reiterates the State's rules, policy and procedures for consistent classification management with regard to job duty and task assignments within the State's classification plan.

Under Civil Service Rule, agencies are responsible for adherence to the classification plan and shall ensure that all personnel actions, plans, and decisions which may alter position assignments and/or effect major or minor organizational change are accomplished in accordance with the intent and purpose of that plan.

1. Policy Statement

Supervisors and managers shall not assign on-going permanent functions to any employee which are not consistent in character and magnitude with the classification to which the employee's position is assigned.

2. Reorganization / Reclassification / Reallocation

When, in the opinion of the appointing authority, reorganization of functions is required to carry out the agency's mission, and where such reorganization will affect the job classification and/or pay range assignment of one or more positions, a reorganization proposal shall be submitted to the Bureau of Human Resources in the format prescribed in this Bulletin.

Reorganizations approved by the Bureau of Human Resources (with regard to job classification/pay range allocation), by the Bureau of the Budget (with regard to effective resource use), and, as required, by the Governor and/or the Legislature, will become effective on the first day of the fiscal year following approval by the State Budget Officer and the appropriation or allocation of funds therefore, except that the State Budget Officer may, if the officer determines that sufficient funds exist, authorize an effective date prior to the first day of the ensuing fiscal year. *Reorganizations may not be implemented until the effective date established as described above.*

3. Emergency Situations

In *extremely rare* instances, it may be necessary to assign additional duties/tasks affecting an employee's classification or pay range assignment prior to obtaining otherwise required approval. In such cases, limited period or project positions may be established to provide a temporary means of addressing the particular situation until such time as a permanent, funded solution can be considered. Such limited period reassignment in "acting capacity" or "temporary compensation" appointments will require the approval of the appointing authority, the Director of the Bureau of Human Resources, and the State Budget Officer. Requests should be made in the format prescribed in this Bulletin. If the requested change is not ultimately approved by the appropriate authorities, the affected employee(s) will be returned to their previous classification(s)/position(s) and rate of pay. *Under no circumstances shall additional duties/tasks be assigned to any employee(s) which are not consistent in character and magnitude with the classification to which the employee's position is assigned.*

4. Requirement for Reorganization, Reclassification and Reallocation Proposals

The following minimum documentation is required to request a reorganization, reclassification, or pay range reallocation:

- A. Present organization
 - ... Functional and staffing organizational charts
 - ... Brief narrative description of staff responsibilities
- B. Proposed organization
 - ... Functional and staffing organizational charts
 - ... Brief narrative description of staff responsibilities
- C. Reasons for the reorganization
 - ... Statement of need for change
 - ... Impact on agency program goals, if any
 - ... Impact on day-to-day program management
- D. Recommended classification/range adjustments, and analysis of cost increases or savings. The proposed method of funding and justification for increased costs should also be addressed.

S/ Joyce A. Oreskovich

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