




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Position Management	HR_430_01
Supersedes:	HR_430_01, dated January 1, 2005	
Applicability:	Classified, management service and executive service employees	
Reference:	State Policy 30.000.01	
Effective Date:	March 1, 2007	Approved: 

I. PURPOSE

Position management is the initial step taken by department management to describe and manage the work assignments of subordinate personnel to accomplish the department mission within the legislatively approved budgeted position classifications and personal services dollars.

II. POLICY

A. Department supervisors shall:

1. Develop and maintain a complete and current position description for each position which accurately describes the assigned duties, authorities, and responsibilities, and includes the signatures of the applicable employee, supervisor, and the appointing authority.
2. Review the position description of each employee annually in conjunction with the annual performance evaluation to maintain its accuracy.
3. Forward the original completed and signed position description to the Human Resources Division, with a copy to the employee. A copy shall be retained in the supervisor's working file.
4. When changes in position assignment and requirements are contemplated or required, consult with the assigned Human Resources Analyst to determine and plan the impact on the position's classification and other related positions **before** assigning a change in duties, authorities, and responsibilities.
5. **Prior** to recruiting to fill new positions authorized in the legislatively approved budget, develop a position description and review it with the assigned Human Resources Analyst to determine the appropriate classification. Depending on the specifics of the position description, it may be different than the classification initially estimated for the biennial budget process.

- B. The department's Human Resources Administrator shall:
1. Allocate each position to the available classification in the State Classification Plan that best depicts the assigned duties, authority and responsibilities, and maintain written documentation of allocation decision rationale. Documentation shall include:
 - a. The position description, organizational chart and explanation for the classification review, in accordance with HR Policy 430_02, Position Management, Reclassification and Establishment; and
 - b. A clear narrative justification for the allocation decision. The justification should include the:
 - 1) Reason for the position review or establishment;
 - 2) Information and classifications considered;
 - 3) Analysis; and
 - 4) Classification decision.
 2. Determine and maintain accurate statutory assignment or representation identifications of each position to include:
 - a. Overtime eligibility per HR Policy 420_04, Fair Labor Standards Act, and
 - b. Assignment to the executive service as specified in ORS 240.205 (1), (2), (3), (4), and (5). Positions identified as principal assistants, pursuant to ORS 240.405 (4) require the approval of the Director of the Department of Administrative Services to be placed in the executive service; or
 - c. Exclusion from a bargaining unit when a position meets the statutory definition of confidential, managerial or supervisory; or
 - d. Bargaining unit identification.
 3. Review position allocations periodically and correct any allocation errors.
 4. Determine and implement the appropriate method of position change for personnel purposes when allocating a position to a different classification as follows:
 - a. Reclassify the position and employee when the change is based on the finding of a significant change in duties, authority, and responsibility but still requires the same general knowledge and skills of the occupational area. The changes in position duties will usually have occurred gradually over a period of time;
 - b. Simultaneously abolish an existing position and establish a new position in a different classification when a position has significantly different knowledge and skills of the occupational area; and

- c. During a classification study, reallocate the position and the employee when the duties remain the same and a new classification or a revision of an existing classification results in a more appropriate allocation.
 - 5. Process position establishments and position changes in accordance with HR Policies 420_02, Position Management Reclassification and Establishment, and 420_03, Effect of Position Classification Change on Incumbents, and the Department of Administrative Services financing and labor relations requirements.
- C. Link to DAS Position Description Form:
<http://www.oregon.gov/DAS/HR/docs/class/webpd.dot>
- Link to DAS Position Description instructions:
<http://www.oregon.gov/DAS/HR/docs/class/webpdinst.doc>