




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

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| Title: | Position Management, Reclassification and Establishment | HR_430_02 |
| Supersedes: | HR 430_02, dated November 1, 2010 | |
| Applicability: | Management service and executive service employees. Classified represented employees where not in conflict with the labor agreement. | |
| Reference: | State Policy 20.000.01, 30.000.01 | |
| Effective Date: | November 1, 2010 | Approved:  |

I. PURPOSE

To provide a uniform method for department managers and supervisors to process requests for reclassification and allocation of new positions to classification, and to provide a basis for equitable treatment of each request.

II. DEFINITIONS

- A. **Reclassification:** A classification change based on a significant change of position duties, authority, and responsibilities, but with continuation of the same general knowledge and skills.
- B. **Reclassification down:** The change of a position and/or employee from one classification to another classification having a lower salary range number.
- C. **Reclassification up:** The change of a position and/or employee from one classification to another classification having a higher salary range number.
- D. **Abolish/Establish:** The simultaneous abolishment of a position and establishment of a new position in a different classification when significantly different knowledge and skills are required. Differs from reclassification primarily in that the new job is significantly different from the former one, requiring different knowledge and skills.
- E. **Allocation:** The assignment of a position to a classification.
- F. **Permanent financing:** Generated through reduction in approved position authority, i.e., offsetting the cost of new position establishments and upward reclasses with an equal amount of savings from position abolishments or downward reclasses.
- G. **Permanent financing plan:** A plan that identifies the long term cost to implement a position change or establishment. The calculation is done using a top-step to top-step comparison of the full biennial value of FTE and salary dollars for the requested position change.

III. POLICY

A. Department supervisors shall:

1. Carefully review the duties and responsibilities of all positions to ensure they are properly classified. Position descriptions shall be reviewed annually by all employees and their supervisors. When changes in position assignment and requirements are contemplated or required, supervisors shall consult with the assigned department Human Resources Analyst (HRA) to determine and plan the impact on the position's classification and other related positions **before** assigning a change in duties, authorities, and responsibilities.
2. Program to prepare a draft finance plan and send to budget services. (Refer to budget procedures on the intranet for instructions and process information).
3. Submit all requests for reclassification (up or down) of existing positions and the allocation of newly established positions (including limited duration positions) to the appropriate region manager/division administrator for review prior to submission to the assigned HRA. The request shall be accompanied by:
 - a. A revised position description, signed by the incumbent (if applicable) and supervisor.
 - b. A completed Request to Establish a Position Form or Classification Review Request Form which includes:
 - 1) Basis for the request (e.g., increased responsibility, reorganization, change in current duties, assignment of new duties); and
 - 2) Classification information (e.g., how long the duties have been in effect; where they were formerly performed, if applicable; other positions in the department doing similar work); and
 - c. A current standard organizational chart showing the relation of the position to others in the work unit.
 - d. A draft finance plan.
 - e. A completed Budget and Management Questionnaire Form.
 - f. For Information Systems Division positions only, an IS job profile matrix.

B. The department's classification analyst shall:

1. Within seven (7) days of receipt, acknowledge the request in writing to the employee and supervisor, and within sixty (60) days from receipt of the request, perform a classification analysis of the duties and responsibilities assigned to the position in relation to relevant classification specifications. The employee shall be notified if a desk audit is necessary. The evaluation may or may not include an interview with the employee and/or supervisor.

2. Upon completion of the review, notify the employee, the supervisor, the budget office, the assigned Human Resources Analyst, and the Personnel Records Manager.

C. Implementing position changes:

1. If a position change is warranted, the classification analyst shall forward the completed review with documentation to Budget Services. Budget Services shall forward the reclassification package, including the financing plan to the Department of Administrative Services for final review and approval. Upon notification from DAS, ORBITS Section, that the changes have been entered on the PICS, the department Personnel Records Unit and Payroll Unit shall complete the position record and make the payroll adjustment.
2. If it is determined that no permanent financing is available or if the Department of Administrative Services denies the request, Budget Services shall notify the classification analyst. The supervisor shall have the option of reassigning the duties that warranted an upward reclassification recommendation. In those cases, in consultation with the HRA, the supervisor shall restructure the job or determine which duties should be removed in lieu of reclassification upward.
 - a. If the duties are reassigned, the supervisor shall amend the position description accordingly and obtain the employee and Human Resources Administrator signatures. The supervisor shall send the original of the position description to Personnel Records Unit, with a copy to the employee and the working file.
 - b. If the supervisor determines the duties that warrant an upward reclassification cannot be removed because of business necessity, with the approval of the deputy director and in consultation with the Human Resources Analyst, the supervisor may authorize a work out of class assignment in accordance with HR Policy 420_02 Pay Practices. The supervisor shall develop a plan to resolve the work out of class within 24 months.

D. Appeal Process

A management or executive service employee who disagrees with a classification decision affecting his/her position may appeal that decision to the Deputy Director of Administration within 10 calendar days of receipt of that decision. The deputy director shall forward the appeal with a recommendation to the director who shall issue a final determination within 30 calendar days of receipt of the appeal.

IV. POLICY CLARIFICATION

The position reclassification process shall not be used as a vehicle for resolving employee compensation issues, to reward for employee performance, or to grant promotions in lieu of the recruitment process.

- Attachment A Request for Position Classification Review
- Attachment B Request to Establish a Position
- Attachment C Budget and Management Questionnaire Form



OREGON DEPARTMENT OF FISH AND WILDLIFE Request to Establish a Position

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|----------------------------|---|-----------------------------------|---|
| Position Type: | Permanent <input type="checkbox"/> | Seasonal <input type="checkbox"/> | Limited Duration (If Limited Duration, please read below)* <input type="checkbox"/> |
| Proposed Classification #: | Proposed Classification Title: | | |
| Proposed Salary Range: | Proposed Working Title: | | |
| Region/Division: | Manager/Supervisor Name & Phone Number: | | |

Note: Send all completed forms to HR. A classification review is required before establishment of a permanent, seasonal or limited duration position can be completed. After a review is completed, HR will send this form, along with the position description to Budget Services.

The following must be attached:

- Current Position Description with Organization Chart Attached
- Permanent Finance Plan
- Completed BAM Questionnaire

***The following criteria must be met for Limited Duration positions:**

- Must be a special project with a beginning and ending date; or Special Funded Project
- Positions can only be established and exist within current biennium.
- Can only exist for up to 24 months within a current biennium (will not roll into next biennium).

References for Limited Duration Appointments: SEIU Labor Agreement, Article 51; (If federally funded, submit copy of contract identifying funding). Please refer to Policy 430 02 for more detailed information.

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| Immediate Manager | Date |
| Region Manager/Division Administrator | Date |
| Budget | Date |
| Human Resources Administrator | Date |
| Director's Office | Date |

TO BE COMPLETED BY HUMAN RESOURCES

Position Number Assigned by Budget Section: _____

Budget and Management Questionnaire Form
Position Changes/Establishments Requiring Approval of the
Department of Administrative Services, Budget and Management Division

Oregon Department of Fish and Wildlife-63500

POSITION #:

| | |
|-------------------------|------------------------------|
| Current Class#: | Current Class Title: |
| | |
| Proposed Class#: | Proposed Class Title: |

- 1) Describe what has changed or caused the need for a position change/establishment (policy driven, legal issues, federal budget changes, demographics, etc) since the last biennium's Legislative Approved Budget?

- 2) What alternative were considered, such as reducing duties, doublefilling, working out of class, etc.?

- 3) What is your proposed solution?

- 4) What are your expected outcomes?

- 5) How does this action fit with the agency's long-range staffing plan?

- 6) Are the positions you are using in the financing section of the finance plan (downward reclass, elimination, reduction in months, etc.) vacant? If so, why?

- 7) What will be the fiscal impact next biennium (by fund type)?

- 8) What will the agency do if this permanent finance plan is not approved?

Attach completed form to the Classification Review Request or Position Establishment Request and Submit to the Human Resources Division