

Internal Operations Manual

SUBJECT:	Reclassification Request Process	NUMBER:	107-02-030
DIVISION:	Operations Division Office of Business Administration	EFFECTIVE DATE:	11-01-01

APPROVED:

POLICY/PURPOSE: This policy is to provide the process for the request of a position reclassification.

AUTHORITY: Human Resource Services Division Policy (HRSD) # 30.000.01

APPLICABILITY: All Department of Administrative Services (DAS) Classified, Management Service, and Executive Service Positions.

GUIDELINES:

- I. The effective date of a position reclassification will be the first day of the month following the month in which the package was officially submitted.
- II. The manager of the Fiscal Services Unit, Office of Business Administration will track permanent financing balances by division and fund type for the department.
- III. **Key Dates:**
 - a. Mid-April, even-numbered years
PICS “freeze” for development of Agency Request personal services budget. Any permanent financing balances should be reduced as close to zero as possible prior to this date.
 - b. Mid-December, even-numbered years
PICS is opened for changes required for the Governor’s Budget. Again, permanent financing balances should be reduced to zero if possible.
 - c. June, odd-numbered years
End of biennium. Any existing permanent financing balances are lost.

PROCEDURES:

<u>Step</u>	<u>Responsible Party</u>	<u>Time Frame</u>	<u>Action</u>
1.	Division	4 Weeks	Divisions submit their reclassification packages to the Personnel Office, which includes: A letter from the division administrator that outlines: <ul style="list-style-type: none"> a. The reason for the request b. How the request is to be funded. Divisions should work with their assigned OBA financial analyst to develop the proposed financing plan.

PROCEDURES:

<u>Step</u>	<u>Responsible Party</u>	<u>Time Frame</u>	<u>Action</u>
			<p>c. The completed position description(s), including an organization chart. Proposed position descriptions are to be submitted without a proposed classification level or class number.</p> <ul style="list-style-type: none">• If a <u>new</u> position, the position description requires the signature of the appointing authority;• if an <u>existing</u> position, it requires the signature of the incumbent (if applicable), the supervisor, and the appointing authority. <p>d. Recommendations for new classification (optional)</p>
2.	Personnel		Forwards the completed staff work on classification reviews to OBA and processes appropriate personnel actions.
3.	Office of Business Administration (OBA)	1 Week	Reviews for accuracy and completeness, develops the permanent financing plan, and forwards to the Director of Operations for final approval.
4.	Director of Operations	2 Days	Upon approval, the Director of Operations returns the package to the Office of Business Administration, who forwards the package to the Budget & Management Division
5.	Budget and Management Division (BAM)	2 Weeks	Reviews the reclassification package, notifies the Office of Business Administration if approved or not approved, processes it if approved, and returns to OBA.
6.	Office of Business Administration (OBA)	2 Days	Returns the package to Personnel (excluding the permanent financing plan).
7.	Personnel		Verifies all data and notifies the Division Administrator of approved/not approved status.

