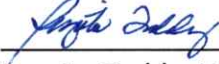




MEMORANDUM

TO : Division Directors, Department and Program Managers
EXECUTIVE BRANCH

FROM : 
Reycita Toddy, HR Classification & Pay Manager
Department of Personnel Management

DATE : August 31, 2023

SUBJECT : **POSITION CLASSIFICATION QUESTIONNAIRE (PCQ) – FRF/ARPA POSITIONS**

Please be advised that pursuant to the approval of the Fiscal Recovery Fund (FRF) Central Support allocations by former Navajo Nation President Nez, several Navajo Nation programs were awarded funding for Personnel. During this time, the Department of Personnel Management (DPM) developed a three (3) page position classification questionnaire (PCQ) to expedite the review and establishment of new positions.

Currently, DPM has been receiving an increasing number of PCQs from programs requesting reclassification of positions funded by the FRF. The programs are submitting these requests utilizing the three (3) page PCQ; however, the PCQ does not capture all required information needed to make a decision on the request for reclassification and DPM has had to request for additional information from the requesting program, which delays the review. Accordingly, the DPM is requesting that for all reclassification requests, a standard 8-page PCQ will need to be submitted. The process for classification of positions under FRF will remain the same and be submitted utilizing the three (3) page PCQ.

Additionally, the NNFRFO is requesting that all PCQs be submitted and surnamed by their office prior to submitting to the DPM and the NNFRFO will submit the PCQs directly to DPM for review.

Should you have any questions or need additional assistance, please contact the DPM at (928) 871-6330. Thank you.

XC: File