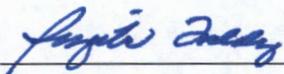




MEMORANDUM

TO : Division Directors, Department/Program Managers
Executive and Legislative Branches

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

DATE : July 7, 2014

SUBJECT: POSITION CLASSIFICATION

The Classification and Pay Office (CPO) reviewed its Position Classification process in its efforts to improve and expedite the classification of new positions, the reclassification of existing positions and the development of new class specifications. As a result the Instructions for Completing Position Classification Questionnaire and the Position Classification Questionnaires (PCQ) form have been revised; and a Check Off List has been added to the PCQ form to ensure that programs submit complete and accurate position information on the PCQ form.

The Check Off List is to be submitted with the PCQ form and organization chart. Programs will be responsible for completing and signing the Check Off List to certify that the PCQ is complete and includes all required information which will minimize the number of PCQs being returned or placed on pending status for additional information/clarification or required signature(s).

In addition, please be informed that all PCQs for proposed new positions must be accompanied by a copy of an approved budget. This information is used to set up the position and budget information in HRIS and the assignment of a position number which is necessary to begin the classification process. Many times the PCQs are returned or remain pending for long periods of time awaiting the submission of a copy of an approved budget.

The attached information is being distributed for immediate implementation and is available on DPM's website. The CPO Human Resources Analysts are available to provide orientation regarding the revised forms and instructions; and may be contacted at (928) 871-7412 or 7417. Should you have any questions, please contact me directly at 871-7772. Thank you.

XC: Bernadette Bernally, HR Director
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