



**IN-HOUSE PROCEDURES
DEPARTMENT OF PERSONNEL MANAGEMENT**

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| SECTION: | CLASSIFICATION OF POSITIONS | NO: 01-IV-001 |
| SUBJECT: | POSITION CLASSIFICATION AND RECLASSIFICATION PROCEDURES | RELEASE DATE: 07/15/2015 REVISION DATE: 7/14/2017 |
| CROSS REFERENCE: | NNPPM Section VI.A-H, Classification of Positions | DOJ REVIEW: |

PURPOSE

To provide procedures and guidance to the Department of Personnel Management (DPM) staff on the review and evaluation of Position Classification Questionnaires (PCQ); and to ensure compliance with the DPM performance criteria.

APPLICABILITY

These procedures apply to the Classification and Pay Section (CPS) staff.

PROCEDURES

The following procedures shall be utilized in the review and evaluation of Position Classification Questionnaires (PCQ).

1. The DPM Office Specialist is responsible for receiving and date stamping all incoming PCQs; and forwarding the PCQ to the CPS HR Technician.
2. The HR Technician is responsible for logging all incoming PCQ into the CPS mail log and the FileMaker Pro PCQ database on a daily basis and shall:
 - a. review the PCQ for completeness and ensure that all required documents are attached;
 - b. if PCQ is incomplete, the HR Technician will indicate "incomplete items and/or missing documents";
 - c. if PCQ lacks a position number and/or business unit number; the HR Technician will verify whether the position has been submitted to DPM and contact the program to request copies of an approved budget;

- d. upon receipt of the information, the HR Technician will work with the Position Control Section staff to have a position number assigned and to set up the position in HRIS and update the position information in FileMaker; and
 - e. will log the PCQ into the FileMaker PCQ database.
 - f. The system will automatically assign the PCQ to a CPS HR Analyst; and will send an email to the program contact person acknowledging receipt and the assignment of the PCQ to an HR Analyst using contact information provided on the PCQ.
- 3. The assigned HR Analyst shall review all PCQs within five (5) working days of receipt of their assigned PCQs to determine whether the information provided on the PCQ is sufficient to make a classification or reclassification decision.
 - a. If PCQ is lacking information, the HR Analyst will contact program to schedule a meeting within two (2) working days to address lacking information.
 - b. If the program does not submit information or make necessary corrections within two (2) working days after the meeting, the PCQ will be returned to program.
 - c. All PCQs to be returned must be properly updated in PCQ database using the Return Screen to generate notice indicating the reason(s) for returning the PCQ and that no further action will be taken on the subject PCQ. DPM's review of the PCQ will cease.
 - d. At the time of resubmission, the PCQ will be addressed as a new request.
- 4. The assigned HR Analyst is responsible for monitoring and ensuring compliance with the timeline for reviewing all complete PCQs, including those that are lacking information; and evaluating PCQs, preparing required PCQ Classification Report and taking appropriate action (i.e., classify/reclassify position, or no action), including designation of sensitive position. Appropriate action must be taken on all complete PCQs within 10 working days of receipt.
- 5. When taking appropriate action, the HR Analyst shall:
 - a. update the required information in the PCQ database;
 - b. the system will generate the decision letters which contains position information based on classification/reclassification action (i.e. position title, type of classification, class code, class title, pay grade, overtime status, sensitive designation, criteria, business unit number, worksite, effective date) and a Designation of Sensitive Position letter; and
 - c. the system will sent an email to the contact person informing him/her that Action has been taken on the position, and that a decision letter is ready for pickup.
- 6. Each HR Analyst will issue the decision letter to the program, scan the PCQ, organization chart, classification report and related documents into the PCQ

Documents within the FileMaker PCQ database; and forward a copy of the decision letter to the HR Technician for update.

7. The HR Technician will update the position information in HRIS – Position Control for classification of new positions, reclassification of existing vacant positions, and sensitive position designations. All updates for reclassification actions for occupied positions will be made in HRIS when:
 - a. a qualification assessment has been completed and the employee is deemed qualified for the reclassified position title;
 - b. upon obtaining a favorable background check, if the position is designated as a sensitive position; and
 - c. a Reclassification Personnel Action Form (PAF) has been submitted and processed by the EIG Section.
8. The HR Technician is responsible for distributing the Designation of Sensitive Position letters to the Office of Background Investigations.
9. Each HR Analyst will submit a weekly status report every Friday on all assigned PCQs to the Classification unit leader. The weekly reports shall include information, such as the number of PCQs received, date of last contact with program, status of review of PCQ, number of PCQs pending and the total number of positions classified, reclassified or no action taken on PCQs within that week.
10. The Classification unit leader and the HR Information Technology Manager are responsible for generating and submitting weekly reports to the Human Resources Director for all classification activities.

FORMS

Instructions for Completing Position Classification Questionnaire
Position Classification Questionnaire
Organization Chart