



**PROCEDURES
DEPARTMENT OF PERSONNEL MANAGEMENT
EXECUTIVE AND LEGISLATIVE BRANCHES**

SECTION:	CLASSIFICATION OF POSITIONS	NO: 15-VI-002
SUBJECT:	REVIEW AND EVALUATION OF POSITION CLASSIFICATION QUESTIONNAIRE FOR NEW CLASS SPECIFICATIONS	RELEASE DATE: 07/15/2015
CROSS REFERENCE:	NNPPM Section VI.A-H, Classification of Positions	REVISION DATE: 06/24/2019
REVIEW:	DEPARTMENT OF JUSTICE	DATE: 06/24/2019

PURPOSE

To provide procedures and guidance to the Department of Personnel Management (DPM) staff on the review and evaluation of Position Classification Questionnaires (PCQ) for proposed new position titles and revisions to existing class specifications.

APPLICABILITY

These procedures apply to the Classification and Pay Section staff.

PROCEDURES

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 receives and logs in Position Classification Questionnaire (PCQ) and related documents and determines if the PCQ is for a proposed new position titles, salary or qualification review resulting in revisions to an existing class specifications and forward PCQ to HR Classification and Pay Manager.
3. The HR Classification and Pay Manager evaluates the position information provided on the PCQ and determines:
 - a. If the position can be allocated into an existing class, then the PCQ is assigned to an HR Analyst for evaluation and appropriate action (i.e., classification, reclassify, no action);
 - b. If there is a need to develop a draft class specification for a new position title or revise an existing class specification, the HR Classification and Pay

Manager or HR Analyst will conduct the following within 10 days of receipt:

- i. conduct research to obtain position and salary information for similar positions;
- ii. meet with the program to obtain additional information, if necessary;
- iii. develop draft class specification using position information on PCQ; and
- iv. in coordination with the program determine minimum qualifications and special requirements.

4. The HR Classification and Pay Manager is responsible for reviewing the draft class specification prior to sending it to the program for review and comment to ensure that:
 - a. the draft class specification properly describes the proposed position;
 - b. the minimum qualifications are appropriate for the tasks outlined on the class specification;
 - c. the draft is in the approved format; and
 - d. that the series and group are accurate.

Upon completing the review of the draft class specification, the draft will be forwarded to the HR Analyst for necessary revisions, if needed prior to forwarding to the program for review.

5. The program is responsible for reviewing and providing comments regarding whether the draft class specification meets their requirements within ten (10) working days of receipt.
 - a. The program review and comment period is to ensure that the draft class specification properly describes the new class or revision to existing class (i.e. tasks, qualification requirements, knowledge, skills, etc.).
 - b. Upon completion of the review the program is responsible for providing notice as to whether the draft class specification meets their approval for implementation.
 - c. If the program does not provide a response within ten (10) days, no further action will be taken on the draft class specification and the PCQ will be returned to the program
 - d. At the time of resubmission, the action will be addressed as a new request.
6. Upon receipt of the program's comments, the HR Classification and Pay Manager will conduct a job evaluation to determine appropriate pay grade. The class specification shall be forwarded to program for review and comment within three (3) days of completing the job evaluation. If pay grade assignment is acceptable, then the program is responsible for providing comments within three (3) of receipt of the class specification with assigned pay grade. The class specification will be finalized within two (2) days of receipt of programs response.

7. The HR Classification and Pay Manager is responsible for issuing new and revised class specifications, preparing and e-mailing the following documents to the HR Technician and the Network Specialist for updates to the Class Plan, JDE/HRIS, AllShares documents and the website:
 - a. a Class Plan Change Request Form which includes the class code, position title, series, group, description of changes, overtime code, salary schedule, pay grade assignment and effective date; and
 - b. a copy of the class specification in pdf format.
8. The HR Technician is responsible for making changes to the class plan, preparing a qualification assessment form within FileMaker and AllShares, and updating JDE/HRIS.
9. The HR Classification and Pay Manager will verify that all updates have been made to the class plan and website.
10. The HR Classification and Pay Manager will issue and forward a Letter of Transmittal for all new and/or revised class specifications.
11. Once all necessary updates have been made in HRIS, the HR Classification and Pay Manager or the assigned HR Analyst shall take appropriate classification action, including designation of sensitive position, on the PCQ in the FileMaker database.
12. When taking appropriate action, the HR Analyst shall:
 - a. update the required information in the PCQ database;
 - b. the system will generate the decision letter which contains the position information based on classification, reclassification or no 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 send 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. In the event that the decision letter is not picked up by the program, DPM will send the letter via interoffice mail.
13. Each HR Analyst is responsible for updating HRIS/Position Detail information, as follows:
 - a. Classification of New Position: updating the position description/position title, position designation/sensitive or non sensitive, position status/vacant (V), position status date/effective date.

- b. Reclassification of Existing Position: updating the position description/ position title, position designation/sensitive or non sensitive and Job Type/Class Code, if the position is vacant.
 - i. If position is filled, only the position designation/sensitive or non sensitive will be updated.
14. Each HR Analyst is also responsible for:
- a. distributing the decision letter and designation of sensitive position letter to the program and the Office of Background Investigations;
 - b. scanning the PCQ, organization chart, determination report and related documents into the PCQ Documents within the FileMaker PCQ database;
 - c. forwarding the PCQ to the DPM Records Section for scanning into the Alchemy database.
15. Each HR Analyst is also responsible for:
- a. distributing the decision letter and designation of sensitive position letter to the program and the Office of Background Investigations;
 - b. scanning the PCQ, organization chart, determination report and related documents into the PCQ Documents within the FileMaker PCQ database;
 - c. forwarding the PCQ to the DPM Records Section for scanning into the Alchemy database.
16. All updates for reclassification actions for occupied positions will be made in HRIS by Support Services staff when the following have been completed:
- a. a qualification assessment determining the employee has met the minimum qualifications for the reclassified position title;
 - b. a favorable determination letter has been issued by the Office of Background Investigations, if the position is designated as a sensitive position; and
 - c. a Reclassification Personnel Action Form (PAF) has been submitted for processing by the Support Services Section.
17. Each HR Analyst will submit a weekly status report every Friday on all assigned PCQs to the Classification & Pay Manager. The weekly reports shall include information, such as, the number of pending PCQs, date of last contact with program, status of review of PCQ and any action taken on PCQs within that week.

FORMS

Position Classification Questionnaire
Organization Chart