



Steps for Requesting Position Classification Reviews

Required Documentation for graded and career banded positions

Organizational Management Action Request (OMAR) Form – used to process the position request in the BEACON system.

Cover Memo—Include appropriate justification, e.g. position redesign, legislative mandate, etc. and purpose of the position(s). The information should emphasize any changes which have significantly impacted the position in regards to how work is assigned; how work is reviewed; independence allowed; degree of accountability; reporting relationships; nature/extent of public contact; and/or supervisory responsibilities delegated. Executive summaries or other source documents are helpful to supplement the request.

Job Description: To be completed by the manager or designee, the job description will be prepared focusing on the process of work, how assignments originate, and what/how work is currently performed. Percentages of time must be allocated to major functions/responsibilities. The supervisor and section manager/designee's signatures verify that the document is official and accurately reflects the work assigned.

Americans with Disability Act (ADA) Checklist: The Americans with Disability Act of 1990 is a law that offers protection for individuals with a physical or mental impairment that substantially limits on or more major life activities. The checklist is a supplemental document used to assist agencies in complying with this law.

Essential Job Functions: Essential functions are the fundamental, critical job duties performed in a position. A function may be essential because: the position exists to perform that function; there are a limited number of employees available who could perform that function; or the function is highly specialized. This document should not include marginal functions, which are extra or incidental duties.

Current Organizational Chart: The organizational chart should indicate placement of the position in the division, section, and unit, illustrate lines of supervision, and define the official classification titles and position numbers within the unit. Proposed position(s) should be identified by noting "proposed". Employee names are optional on this document.

Establishing New Positions

The Budget Office will submit a spreadsheet to Human Resources for positions approved by the legislature to be established for the fiscal year.

New positions are typically established in BEACON based on the title approved by the General Assembly unless they are not state funded. Position numbers are assigned to the positions once entered in BEACON. These actions are pending in BEACON until a signed job description, ADA checklist, Essential Job Functions and organizational chart are received in Human Resources.

Upon receipt of the required documentation, the Classification Analyst will evaluate the information to determine the job classification and salary grade/banded level. The evaluation process includes: job comparisons internal to the work unit, within the department or between other agencies as appropriate, along with a comparison to the class specification. The review process may also include an interview with the supervisor. The Classification Analyst is responsible for documenting the classification decision utilizing classification factors established by the Office of State Human Resources. Most classification decisions can be made by the agency's Classification Analysts. Because of workload and other classification projects assigned to this section, supervisors are asked to allow a thirty (30) day turnaround time for individual position reviews. Classification recommendations for career banded positions or positions without delegated authority are submitted to the Office of State Human Resources (OSHR) for final approval. OSHR typically requires an additional thirty (30) days to evaluate the request.

Once the final classification decision is made, Classification & Compensation will ensure the information in BEACON is correct and communicates the final decision to the field Human Resource Partner.

Reclassifying Existing Positions

Management should communicate with the Budget Office and confirm funding is available to support the reclassification request before submission to Human Resources.

Upon receipt of the required documentation, the Classification Analyst will evaluate the information to determine the job classification and salary grade/banded level. The evaluation process includes: job comparisons internal to the work unit, within the department or between other agencies as appropriate, along with a comparison to the class specification. The review process may also include an interview with the supervisor and/or incumbent. The Classification Analyst is responsible for documenting the classification decision utilizing classification factors established by the Office of State Personnel. Most classification decisions can be made by the agency's Classification Analysts. Because of workload and other classification projects assigned to this section, supervisors are asked to allow a thirty (30) day turnaround time for individual position reviews. Classification recommendations for career banded positions or positions without delegated authority are submitted to the Office of State Human Resources (OSHR) for final approval. OSHR typically requires an additional thirty (30) days to evaluate the request.

Once the final classification decision is made, Classification & Compensation will ensure the information in BEACON is correct and communicates the final decision to the field Human Resource Partner.