

UTAH DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
Reference: 02-17	Effective Date: November 23, 2004	Page 1 of 7
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SUBJECT: POSITION CLASSIFICATION		
<p>The Utah Code 67-19-7 allows the Executive Director of the Department of Human Resource Management (DHRM) to contract with certain state agencies to perform specified personnel functions on its behalf. To this end, DHRM and the Department of Human Services, Office of Human Resources (OHR), have entered into a contract delegation agreement to perform job/position classification. The purpose of this policy is to establish procedures for job/position classification.</p>		

DHRM will continue to:

- Approve, modify and end jobs;
- Approve job descriptions (AKA class specifications);
- Allocate positions to the appropriate position schedule – career service exempt Schedule A or career service Schedule B;
- Receive and log all position classification grievances;
- Issue final decisions for position classification grievances;
- Monitor contract agency performance through random-sample audits and other compliance measures, based on the delegation agreement standards.

DEFINITIONS

Benchmark: A selected job for which the tasks are well known and change very little over time, and for which salary data may be gathered from the market place, used for setting the pay ranges for this job and other related jobs.

Classification: The process that results in the initial creation or subsequent modification of a DHRM approved job description, and the slotting of positions into the proper job title, based on tasks and responsibilities being performed.

Classification Grievance: The approved procedure by which an agency or career service employee (Schedule B) may grieve a formal classification decision regarding the classification of the employee's position.

Classification Study: A classification review, conducted by DHRM or an approved contract agency, under the rules outlined in R477-4-3. A study may include single or multiple job or position reviews.

Contract Agency: A state agency performing human resource functions consistent with the terms of a delegation agreement.

Delegation Agreement: A signed agreement that describes human resource functions delegated to a contract agency by the Executive Director of DHRM. The agreement conforms to the provisions of UC 67-19-10.

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Fact Finding Interview: A fact-finding portion of the job/position analysis process in which a Human Resource Analyst interviews an employee or other subject matter expert at the work-site or directly observes the work.

Formal Classification Decision: The final decision made by the Executive Director's Office to approve, deny or modify a job or position based on a classification study. This decision is subject to the classification grievance process as defined in Human Resource Management Rules R477-3-5.

Informal Classification Decision: A decision to conduct, or not to conduct, a classification study and issue a formal decision. This decision is not subject to the classification grievance process.

Job: A group of positions so similar in tasks performed, in degree of supervision exercised or required, in requirements of training, experience, or skill and other characteristics, that the same job title, job description, salary range and test standards are applied to each position in the group.

Job Description: A document, often referred to as a class specification, authorized and controlled by DHRM, that describes in general terms the common tasks, distinguishing characteristics, knowledge, skills, abilities, and other requirements for a job.

Job Series: Two or more jobs in the same functional area having the same job class title, but distinguished and defined by increasingly difficult levels of duties, responsibilities, and requirements.

Performance Plan: A written summary of the standards and expectations required for the successful performance of each task including completion dates, qualitative, and quantitative levels of performance expectations.

Position: A unique set of tasks and responsibilities assigned to an incumbent by an authorized management official identified by DHRM authorized job and position identification numbers.

Position Schedule: The DHRM determination of whether a position meets criteria stipulated in Utah Code to be career service (Schedule B) or career service exempt (Schedule A).

Reclassification: DHRM, or an approved contract agency, as determined by a classification study, reallocation of a single position or multiple positions from one job to another job to reflect management initiated changes in duties and responsibilities.

Underfill: DHRM authorization for an agency to fill a position at a lower salary range within the same job series.

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POLICY

1. The DHS shall comply with Human Resource Management Rules R477-3, DHRM Classification Manual, business practices, procedures, and directives governing job and position classification and associated grievances.
2. Agency management may assign, modify, or remove any employee task or responsibility in order to accomplish reorganization, improve business practice or process, or for any other reason deemed appropriate by agency management.
3. The Executive Director or designee shall approve agency management requests for a classification study that necessitates the review of multiple employees in the same or similar classifications.
4. Agency management shall not make promises or guarantees to staff that their positions will be studied and/or approved for reclassification.
5. OHR may conduct A position classification study of positions for the following reasons:
 - A. To establish a new job or position;
 - B. As part of a study of multiple employees in the same or similar classification that has been approved by the Executive Director's Office;
 - C. At the request of agency management if there are significant change in duties and responsibilities performed by subordinate employees to warrant a review as determined by OHR;
 - D. At the request of DHRM to participate in statewide study or initiative; or
 - E. As part of a grievance review consistent with UC 67-19-31.
6. Position classification studies shall only be conducted as stipulated above; studies shall not be conducted based on requests by position incumbents. The Executive Director or designee may deny a request initiated by agency management for a classification study for the following reasons:
 - A. To determine the proper classification of a position, it would be necessary to conduct a study of multiple employees in the same or similar classification; or
 - B. There is insufficient budget to approve new positions or for a study to be conducted.
7. Agency management requests to establish a new job or position, reclassify an existing position, change the position schedule of an existing position, or delete an existing position, shall be made by completing the Position Management Request (PMR) form and providing OHR with requested documentation. Final approval for new positions, classification studies to be conducted on existing positions, and formal classification decisions rest with the Executive Director or designee. Requests for a new job, job description, or modification of an existing job description must be approved by DHRM.
8. The effective date for all PMRs shall not be retroactive but shall correspond to the beginning of the closest payroll period of the approval to the Executive Director or designee.

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9. The OHR shall maintain position classification documentation consistent with DHRM standards and State Record Retention Schedules.

PROCEDURES

1. Agency Request to Establish a New Position

- A. In order to establish a new position an agency shall complete a Position Management Request (PMR) form.
- B. The agency shall attach to the PMR the following information:
 - A justification statement detailing the purpose of the new position;
 - A completed Utah Job Match Position Analysis Form (UJMPAF); (please note, agencies may attach a performance plan in place of the task list mandated on the form, however all other sections of the UJMPAF must be completed); and
 - A current organization chart that highlights the requested position(s) and details the current authorized job titles for positions.
- C. The request shall be approved by the division or office director and forwarded to OHR.
- D. OHR shall utilize DHRM approved job analysis and evaluation techniques and determine the appropriate position classification consistent with the DHRM delegation agreement.
- E. OHR shall forward the request to the Executive Director or Deputy Director who has responsibility for the requesting division or office for review.
- F. OHR shall electronically process the request.
- G. OHR shall send a letter notifying agency management of a formal classification decision within 5 working days of the decision. The letter shall be attached to the PMR and other information listed in B above and filed consistent with OHR procedures.

2. Agency Request to Modify (Reclassify) a Position

- A. To reclassify an established position, the agency shall utilize the same procedural steps as outlined in 1 above with the following exceptions:
 - The justification statement should include a brief description of the need for the reclassification to include a detailed description of the significant changes that have occurred in the duties assigned to the position and why the current job description (class specification) is not a good match for the assigned duties and responsibilities.

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- If the requested position has an incumbent, the Utah Job Match Position Analysis Form (UJMPAF) shall be completed and signed by the employee and signed off by the employee’s supervisor. In completing the UJMPAF, the incumbent may attach their current performance plan in place of the task list mandated on the form, however all other sections of the UJMPAF must be completed.
- In the case of a formal classification decision, OHR shall send a letter notifying the incumbent of a formal classification decision within 5 working days of the decision. A Copy of the letter shall be attached to the PMR and other information listed in B above and filed consistent with OHR procedures

3. Agency Request to Change a Position Schedule

- A. An agency requesting to change a position from career service exempt (Schedule A) to career service (Schedule B) or from Schedule B to Schedule A shall complete a PMR form and follow the same procedural steps identified in No. 1 above except the following:
- The justification statement shall include a brief explanation to justify the schedule change;
 - The request shall include the current and proposed schedules (Please note: Schedule A should be indicated as AD, AE, AF, AI, AJ, AL, AR, etc.);
 - The request shall include the Utah Skill Match OR Utah Job Match requisition number **IF** an incumbent exists and the requested change moves a Schedule A employee to Schedule B.
 - The final determination for Schedule AD, AR, and AS positions shall be made by DHRM. In these cases, the request shall be in writing from the Executive Director of DHS to the Executive Director of DHRM detailing the justification consistent with UC 67-19-15. DHRM notifies the Executive Director or OHR of the decision. If the position has an incumbent, the employee shall be given the opportunity to convert from Schedule B to career service exempt Schedule A status consistent with UC 67-19-15.1(4) and Human Resource Management Rules R477-6-7. OHR shall provide agency management with the letter, “Acceptance of Conversion to Career Service Exempt”, notifying affected employees of the opportunity to convert to career service exempt. Agency management shall send the letter to an affected incumbent.

4. Agency Request to Abolish an Existing Position

- A. Agency management shall complete the PMR and detail the position identification number of the position and job title to be deleted.

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5. Classification Grievances

A. Responsibility of Grievant

- A formal classification decision may be grieved by completing a Department of Human Resource Management (DHRM) Position Classification Grievance Form and sending it to DHRM.
- The Classification Grievance Form must be received by DHRM within 10 working days of the grievant receiving the notice of the formal classification decision from either DHRM or OHR.

B. Responsibility of DHRM

- Upon receipt of a Classification Grievance form, DHRM shall log the grievance and ensure that it is timely and a valid classification grievance.
- If the grievance is not timely or a valid classification issue, DHRM shall notify the grievant that their grievance has been disallowed.
- If the grievance is timely and valid, DHRM shall notify OHR of the grievance.

C. Responsibility of OHR

- OHR shall assign the classification grievance to a classification panel of three or more impartial persons who are trained in the state's classification process. One of the panel members shall be a DHRM HR Analyst or Specialist.

D. Responsibility of the Classification Panel

- The panel may:
 - Access previous fact finding reviews, classification decisions, and reports;
 - Request new or additional fact finding interviews;
 - Consider new and additional information.

The classification panel shall determine whether the assigned classification was appropriate and report its findings and recommendations to the Executive Director, DHRM.

E. Responsibility of the Executive Director, DHRM

- The Executive Director, DHRM shall make a decision and notify the grievant and OHR of the decision.

F. Final Review by a Hearing Officer

- The grievant may grieve the decision of the Executive Director, DHRM, to an impartial classification hearing officer contracted by the state. The grievance must be received by DHRM within 10 working days of the employee receiving notice of the Executive Director's decision. OHR shall coordinate with DHRM to schedule a hearing officer to hear the grievance and render a final decision.

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DOCUMENTATION

OHR shall maintain position classification documentation according to the following:

- Position classification requests, studies, and accompanying documentation as stipulated in PROCEDURES for 4 years;
- Classification grievance files for 10 years.

Robin Arnold-Williams

DATE: 11/23/04

Robin Arnold-Williams, Executive Director
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