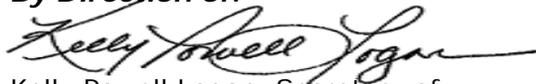


# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Centralized Job Control System	<b>Number:</b> 520.5 Amended
<b>Date:</b>  March 25, 2013	<b>By Direction of:</b>  Kelly Powell Logan, Secretary of Administration
<b>Contact Agency:</b> Office of Administration, Office for Human Resources Management, Bureau of Classification and Compensation, Telephone 717.787.8838	

**This directive establishes policy, responsibilities, and procedures for the creation, transfer, or reclassification of a position in or to a centralized job. Marginal dots are excluded due to major changes.**

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for the creation, transfer, or reclassification of jobs in the commonwealth's Classification and Compensation Plan for which agencies have not been granted classification authority by the Office of Administration, Office for Human Resources Management (OA/OHRM), Bureau of Classification and Compensation (BOCC), Classification and Pay Division. *Management Directive 520.4, Position Classification Post-Audits*, describes the agencies' decentralized classification authority and the Office of Administration's (OA) policies and procedures for monitoring that authority.
- 2. SCOPE.** The Centralized Job Control System applies to the creation, transfer, or reclassification of positions to centralized jobs, and to all classifications of positions in agencies that have not been granted decentralized classification authority.
- 3. OBJECTIVES.**
  - a.** To establish uniform procedures for processing the creation, transfer, or reclassification of positions for which agencies do not have classification authority.
  - b.** To identify, through the commonwealth's Classification and Compensation Plan, as approved by the Executive Board, those jobs that are centralized for classification authority, and are thereby excluded from decentralized classification authority.

#### 4. DEFINITIONS.

- a. **Centralized Job.** A job that requires classification approval by OA/OHRM, BOCC, Classification and Pay Division. Classification approval is required when agencies want to create, transfer, or reclassify a position in or to a job for which they do not have classification authority.
- b. **Classification Authority.** The authority to create, transfer, or reclassify a position in or to a particular job. Decentralized classification authority enables authorized agencies to classify a position to a decentralized job. Centralized classification authority requires the approval of OA/OHRM, BOCC, Classification and Pay Division.
- c. **Creation.** The initial classification of a new position.
- d. **Decentralized Job.** A job that does not require classification approval by OA/OHRM, BOCC, Classification and Pay Division, prior to use by an agency. Agencies granted decentralized classification authority can approve the creation, transfer, or reclassification of a position in or to a job for which they have been granted classification authority, subject to review by OA/OHRM, BOCC, Classification and Pay Division. Reviews of positions allocated to decentralized jobs may result from the Position Classification Post-Audit Program, as described in *Management Directive 520.4, Position Classification Post-Audits*, or through other processes as deemed appropriate by OA/OHRM, BOCC, Classification and Pay Division.
- e. **Reclassification.** The reassignment of a position from one job to a different job to recognize a change in duties and responsibilities or to correct an error in the original job.
- f. **Transfer.** The movement of a position from one organizational entity to another. A transfer may occur in conjunction with a reassignment, promotion, or demotion.

#### 5. POLICY.

- a. **Centralized Classification Authority.** Classification authority for most jobs within most agencies has been delegated by the Secretary of Administration, thus providing a largely decentralized classification system. The remaining jobs are centralized for all agencies under the classification authority of OA/OHRM, BOCC, Classification and Pay Division.
- b. **Centralized Jobs.**
  - (1) The job specification search website, [www.jobclass.state.pa.us](http://www.jobclass.state.pa.us), identifies those jobs that are centralized. A "C" in the centralized classification field indicates that all positions allocated to that job are centralized thereby requiring prior classification approval by OA/OHRM, BOCC, Classification and Pay Division. A "D" in the centralized classification field indicates that the job is decentralized for all agencies exercising decentralized classification authority.

- (2) The initial use of a decentralized job by an agency granted decentralized classification authority, known as a precedent setting allocation, requires prior classification approval by OA/OHRM, BOCC, Classification and Pay Division.

## 6. RESPONSIBILITIES.

- a. **Agency Human Resources Offices** are responsible for reviewing positions for proper classification and submitting classification requests to OA/OHRM, BOCC, Classification and Pay Division, for positions in or to centralized jobs; if the agency has not been granted decentralized classification authority; and for precedent setting allocations.
- b. **Office of Administration, Office for Human Resources Management, Bureau of Classification and Compensation, Classification and Pay Division** is responsible for reviewing and approving, modifying, or disapproving all requests for the classification of positions in or to centralized jobs; for agencies that have not been granted decentralized classification authority; and for precedent setting allocations.
- c. **Office of Administration, Office for Human Resources Management, Human Resources Service Center** is responsible to ensure that all transactions to create, transfer, or reclassify positions in or to centralized jobs, or for agencies that have not been granted decentralized classification authority, contain evidence of prior approval by OA/OHRM, BOCC, Classification and Pay Division.

## 7. PROCEDURES.

- a. Procedure for processing requests to create, transfer, or reclassify positions in or to centralized jobs; for agencies that have not been granted decentralized classification authority; and for precedent setting allocations.
  - (1) **Agency Human Resources Office.** Submits, via the E-PAR application, the following information to OA/OHRM, BOCC, Classification and Pay Division: the active position description, technical evaluation justifying the classification recommendation, an organization chart, and any other relevant position and organization information.
  - (2) **Office of Administration, Office for Human Resources Management, Bureau of Classification and Compensation, Classification and Pay Division** reviews the request and discusses determinations involving modifications or disapprovals with the agency Human Resources Office.
    - (a) If approved:
      - 1** Logs approval of the request.
      - 2** Approves and submits the E-PAR request to the agency Human Resources Office. Go to Step (3).

(b) If modified:

1 Logs modified approval of the request.

2 Sends a memo explaining the modification with the assigned OA control number, if appropriate, to the agency Human Resources Office, and appropriately notates and submits the E-PAR request. Go to Step (3).

(c) If disapproved:

1 Logs disapproval of the request.

2 Sends a memo explaining the disapproval to the agency Human Resources Office and appropriately notates and submits the E-PAR request.

**(3) Agency Human Resources Office.**

(a) If approved or modified, processes implementation consistent with *Management Directive 520.8, Pay Action Effective Dates for Changes to Position Classifications and the Commonwealth's Classification and Compensation Plan*, through SAP.

(b) Communicates the classification decision to the appropriate parties.

**This directive replaces, in its entirety, *Management Directive 520.5*, dated December 1, 2006.**