This directive establishes policy, responsibilities, and procedures for reviewing and processing classification actions. Marginal dots are excluded due to major changes.

1. PURPOSE. To establish policy, responsibilities, and procedures for reviewing and processing classification actions.

2. SCOPE. This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as “agencies”) under the Governor’s jurisdiction and relates to the review and processing of management and employee initiated position classification requests. Employee initiated requests include appeals. For employees in positions covered by collective bargaining agreements, classification grievances will continue to be processed according to the contract provisions.

3. OBJECTIVES.

   a. To establish policy and procedures for the position classification review process.

   b. To establish policy on the required documentation for the classification review process.

   c. To provide guidance on the procedures for employee appeals of agency classification decisions.
4. DEFINITIONS.

a. **Classification Analysis.** A process that involves separating the work assigned to a position into its component parts, evaluating each component, identifying and explaining the link between the work and the recommended job specification for each component, and recommending the most appropriate job. The classification analysis is documented in the technical evaluation as a result of a classification review.

b. **Desk Audit.** A meeting between the incumbent of a position under review for classification purposes and a human resource analyst to discuss the duties and responsibilities assigned to the position. Information gathered at the desk audit is utilized in the technical evaluation.

c. **Technical Evaluation.** A report that provides information about a body of work and the analysis that was conducted to arrive at the classification recommendation/decision. Technical evaluations contain thorough classification analysis and reflect a clear application of appropriate classification standards, derived from the job specifications, in arriving at a recommendation/decision.

5. POLICY.

a. Classification decisions are based on an analysis of the work that is assigned to a position and the appropriate jobs within the Classification and Compensation Plan.

b. All classification reviews conducted at the agency level and all management and employee initiated position classification requests sent to the OA shall include the following documentation: the active position description, technical evaluation, organization chart, and any other relevant position and organization information.

c. All agency Human Resources Offices are responsible for conducting fair, thorough, technically competent, and timely reviews of all classification requests. Authority to grant classification requests is subject to the provisions and limitations contained in Management Directive 520.5, Centralized Job Control System.

d. Effective dates for implementing position classification decisions must be consistent with policies contained in Management Directive 520.8, Pay Action Effective Dates for Changes to Position Classifications and the Commonwealth’s Classification and Compensation Plan. Effective dates for position classification changes as a result of classification grievances must be in accordance with the provisions of the collective bargaining agreement.

e. Employees may request reviews of their position classifications as provided for in Management Directive 505.7, Personnel Rules. Employees may appeal their agency’s classification determination to the Office of Administration (OA), Deputy Secretary for Human Resources Management, or his or her designee.
6. RESPONSIBILITIES.

a. Supervisors and Managers are responsible for:

(1) Reviewing all position and organizational information submitted to ensure accuracy.

(2) Expeditiously transmitting classification requests to the appropriate agency Human Resources Office.

(3) Remedying any incorrect or incomplete information submitted for management-initiated requests.

(4) Providing written comments and attaching them to the position documentation if they find information provided in support of an employee-initiated request to be inaccurate.

b. Agency Field Human Resources Offices and Agency Central Human Resources Offices are responsible for ensuring that:

(1) All required position and organization information is current, accurate, and complete.

(2) Desk audits with position incumbents, and discussions with supervisors to clarify and verify information collected through the desk audit or other types of review, are conducted in a comprehensive and fair manner.

(3) Technical evaluations are prepared in a timely manner and accompany the position documentation.

(4) Additional information is gathered, when necessary, to arrive at a clear classification decision based on the work assigned and performed and the job specifications.

(5) Appropriate decisions are issued in a timely manner.

(a) When the agency determines that a centralized classification requiring the approval of the Office of Administration, Office for Human Resources Management (OA/OHRM), Bureau of Classification and Compensation (BOCC), Classification and Pay Division, is appropriate as a result of reviewing a management initiated request, the agency Central Human Resources Office is responsible for forwarding all relevant documentation and a recommendation to OA/OHRM, BOCC, Classification and Pay Division.

(b) When an employee-initiated request involves a centralized classification requiring the approval of OA/OHRM, BOCC, Classification and Pay Division, the agency Human Resources Office is responsible for advising the employee that it does not have the authority to grant the request.
(c) Agency Field and Central Human Resources Offices are responsible for notifying employees of their right to appeal agency classification decisions to OA/OHRM, BOCC, Classification and Pay Division. If the employee notifies the agency Human Resources Office that he or she wants to appeal a classification decision to OA/OHRM, BOCC, Classification and Pay Division, the agency Central Human Resources Office is responsible for submitting the employee's request in writing and all relevant documentation to OA/OHRM, BOCC, Classification and Pay Division.

(7) Program managers are informed of and understand the rationale supporting a classification decision.

c. **Agency Field Human Resource Offices and Agency Central Human Resource Offices** that have not been granted classification authority should ensure that the request and all related documentation are submitted to the agency Central Human Resources Office or OA, if applicable, in a timely manner.

d. **Office of Administration, Office for Human Resources Management, Bureau of Classification and Compensation, Classification and Pay Division**, shall be responsible for:

(1) Ensuring that additional information is gathered, when necessary, to arrive at a clear classification decision based on the work assigned and performed and the job specifications.

(2) Conducting classification reviews and for communicating classification decisions to the agencies, on behalf of the OA, Deputy Secretary for Human Resources Management.

7. **PROCEDURES.**

a. Agency Field Human Resources Offices are to notate the date of receipt on classification requests and submit the required position and organizational information to the agency Central Human Resources Office accompanied by the supporting analysis and rationale for recommendations, or issue a decision where they have been granted classification authority.

b. Agency Central Human Resources Offices shall notate the date of receipt on classification requests, conduct their review and analysis, and develop decisions or recommendations. Decisions are issued if the agency has classification authority. Requests for centralized classifications and appeals are forwarded to OA/OHRM, BOCC, Classification and Pay Division, with the agency's recommendation and supporting documentation.
c. BOCC will notate the date of receipt on requests and the Classification and Pay Division will conduct a review and analysis of the agency’s classification recommendation. The OA, Deputy Secretary for Human Resources Management, or a designee, will respond directly to the agency on agency-initiated requests. The OA, Deputy Secretary for Human Resources Management, or a designee, will respond directly to the employee on employee appeals and inform the agency of the response by a separate memorandum.

d. Agency Human Resources Offices will initiate the transactions and systems procedures necessary to implement approved position classification actions and send them to OA/OHRM, Human Resources Service Center for implementation.

This directive replaces, in its entirety, Management Directive 520.6, dated January 23, 2007.