

# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Position Classification	<b>Number:</b> 520.06 Amended
<b>Date:</b> September 14, 2020	<b>By Direction of:</b>  Michael Newsome, Secretary of Administration
<b>Contact Agency:</b> Office of Administration, Human Resources and Management, Talent Management Office, Bureau of Organization Management, Telephone 717.787.6154	

**This directive clarifies and updates 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, offices, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
3. **OBJECTIVES.**
  - a. To establish policy and procedures for the classification review process.
  - b. To establish policy on the required documentation for the classification review process.
  - c. To define the different types of classification requests.
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 related job specifications for each component, and recommending the most appropriate job, all of which is documented in the technical evaluation.
  - b. **Classification Grievance.** A dispute arising from classification provisions of a collective bargaining agreement or memorandum of understanding and involving the appropriate job classification of an employee's permanent or temporary duties and responsibilities.

- c. **Confidential Employee.** Any employee who meets the definition of “confidential employee” set forth in Section 301 of the Public Employee Relations Act (PERA), 43 P.S. § 1101.301, including “any employee who works: (i) in the personnel offices of a public employer and has access to information subject to use by the public employer in collective bargaining; or (ii) in a close continuing relationship with public officers or representatives associated with collective bargaining on behalf of the employer.”
- d. **Desk Audit.** A meeting between the incumbent of a position under review for classification purposes and a Human Resource (HR) analyst to discuss the duties and responsibilities assigned to the position and to gather information that is utilized in the technical evaluation.
- e. **Employee Appeal of agency HR Office or HR Delivery Center classification decision.** An appeal sent to the Office of Administration (OA), Bureau of Organization Management (BOOM) by the agency HR Office or HR Delivery Center at the request of a management level employee, a non-represented employee, or a confidential employee who is not in agreement with the classification decision by the agency HR Office or HR Delivery Center and requests to have their position’s classification reviewed again.
- f. **Employee Organization.** A union or representative of employees that is certified by the Pennsylvania Labor Relations Board to act as an exclusive representative for purposes of collective bargaining, meet and discuss, and contract interpretation issues, including classification grievance proceedings, for Commonwealth employees in designated bargaining units.
- g. **Management Level Employee.** Any employee who meets the definition of “management level employee” set forth in Section 301 of PERA, 43 P.S. § 1101.301, including “any individual who is involved directly in the determination of policy or who responsibly directs the implementation thereof and shall include all employees above the first level of supervision.”
- h. **Non-represented Employee.** An employee other than a management level employee who occupies a position that is classified to a job that is not organized for collective bargaining purposes.
- i. **Technical Evaluation.** A report that provides information about a body of work assigned to a position under review, the thorough classification analysis that was conducted that reflects a clear application of appropriate classification standards, which are derived from the job specifications, and the classification 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 Commonwealth’s Classification and Compensation Plan.

- b.** All classification reviews conducted by HR staff shall include the following documentation: the current and accurate online position description, technical evaluation, organization chart, and any other relevant position and organization information.
- c.** HR staff conducting classification reviews 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 classification decisions must be consistent with the provisions of *Management Directive 520.8, Pay Action Effective Dates for Changes to Position Classifications and the Commonwealth's Classification and Compensation Plan*. Effective dates for classification changes as a result of classification grievances must be in accordance with the provisions of the applicable collective bargaining agreement.
- e.** Classification requests may be management-initiated, employee-initiated, or HR-initiated in accordance with the following:

  - (1)** Management-initiated requests are submitted to HR with support for the review by a supervisor or manager within the chain of command of the position under review. These reviews are typically based on a change to the work assigned to the position or to classify or reclassify a vacant position. A supervisor or manager may submit a request, or have a request submitted, for a classification review for any employee under their authority.
  - (2)** Employee-initiated requests include the following three types:

    - (a)** Employee requests for a classification review – May be submitted by any employee to their agency HR Office or HR Delivery Center when a management-initiated request is not obtainable.
    - (b)** Employee appeals of agency HR Office or HR Delivery Center classification decisions – May be submitted only by a management level employee, a non-represented employee, or a confidential employee, and must be submitted to BOOM within 30 days of the notification date of the agency HR Office's or HR Delivery Center's decision.
    - (c)** Classification grievances – May be filed by employees in a bargaining unit or by an employee organization on behalf of employees in a bargaining unit. Classification grievances are processed according to the provisions of the applicable collective bargaining agreement or memorandum of understanding.
  - (3)** HR-initiated requests include reviews resulting from HR's identification of potentially misclassified positions, classification

post-audit reviews, organization surveys, and other position reviews.

**6. RESPONSIBILITIES.**

**a. Supervisors and Managers** are responsible for the following (Note: Classification grievances are processed according to the applicable collective bargaining agreement provisions):

- (1) Ensuring all position and organization information submitted is current and accurate.
- (2) Transmitting classification requests to the appropriate agency HR Office or HR Delivery Center, and classification decisions to employees from HR, in an expeditious manner.
- (3) Providing written comments regarding inaccurate descriptions of the employee's duties and responsibilities for employee-initiated requests.

**b. Agency HR Offices and HR Delivery Centers** are responsible for ensuring that:

- (1) All required position and organization information is current, accurate, and complete.
- (2) Desk audits 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 an agency HR Office or HR Delivery Center arrives at a classification determination involving a decentralized job, they may implement those findings. All classification decisions involving decentralized jobs are subject to BOOM oversight.
  - (b) When an agency HR Office or HR Delivery Center determines that a centralized job requiring the approval of BOOM is appropriate, the agency HR Office or HR Delivery Center is responsible for forwarding all relevant documentation and a recommendation to BOOM and advising the supervisor, manager, or employee that it does not have the authority to grant the request.



Service Center for implementation. The HR Service Center and agencies permitted to initiate their own transactions will ensure appropriate approvals are noted before transacting changes.

**This directive replaces, in its entirety, *Management Directive 520.6*, dated April 15, 2013.**