

# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

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| <b>Subject:</b><br>Pay Action Effective Dates for Changes to Position Classifications and the Commonwealth's Classification and Compensation Plan            | <b>Number:</b><br>520.8 Amended  |
| <b>Date:</b><br><br>November 2, 2012   | <b>By Direction of:</b><br><br><br>Kelly Powell Logan, Secretary of Administration |
| <b>Contact Agency:</b><br>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 implementing human resource actions involving changes to a position classification or the commonwealth's Classification and Compensation Plan. Marginal dots are excluded due to major changes.**

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for implementing human resource actions involving changes to a position classification or the commonwealth's Classification and Compensation Plan.
- 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 processing of all position classification changes and changes to the commonwealth's Classification and Compensation Plan. For employees in positions covered by a collective bargaining agreement, classification grievances will continue to be processed according to contract provisions.
- 3. OBJECTIVE.** To ensure the consistent application of effective dates for the various types of changes to position classifications and to the commonwealth's Classification and Compensation Plan.

#### 4. DEFINITIONS.

- a. **Centralized Classification.** A job in the commonwealth's Classification and Compensation Plan that requires agencies to obtain classification approval by the Office of Administration, Office for Human Resources Management, Bureau of Classification and Compensation (BOCC), Classification and Pay Division to create, transfer, or reclassify positions.
- b. **Commonwealth's Classification and Compensation Plan.** The collection of job standards used by agencies under the Governor's jurisdiction to classify work.
- c. **Job Standard.** A written description of the duties and responsibilities of a position or a group of substantially similar positions and the qualifications necessary for individuals to perform those duties. Job standards serve as the basis for classification decisions and are commonly referred to as job specifications.
- d. **Position Classification.** The allocation of a position to a job standard based on the duties assigned to the position.

#### 5. POLICY. All actions involving a change to a position classification or a change to the commonwealth's Classification and Compensation Plan shall be implemented in accordance with the following:

- a. **Employee or Management Initiated Classification Requests.** All employee or management initiated classification requests requiring a change will be effective on the date the agency central human resource office receives and date stamps the complete documented request including the current position description, organizational chart, and other necessary position or organizational information, except in those cases where agency field human resource offices have the authority to effect the change. In those cases, such actions will be effective the date the above-mentioned information is received in the field human resource office.
- b. **Surveys and Other Classification Reviews Initiated by Agency Human Resource Office.** All surveys or other reviews initiated by an agency human resource office will be effective the date the agency publishes its findings, subject to approval by the Office of Administration, Office for Human Resources Management, BOCC, if the classification recommended is centralized.
- c. **Revisions to Job Specifications and the Creation of New Jobs Initiated by the Agency Human Resource Office.** All revisions to job specifications and creation of new jobs initiated by an agency human resource office will be effective the date all information necessary to support the creation or revision is received by BOCC. Such information includes, but is not limited to, draft job specifications, position descriptions, organizational information, and supporting technical evaluations and analyses.

- d. **Revisions to the Pay Scale Group of Existing Jobs Initiated by the Agency Human Resource Office.** All revisions to the pay scale group of existing jobs initiated by an agency human resource office will be made effective the date all information necessary to support the revision is received by BOCC. Such information includes, but is not limited to, comparative analyses with other jobs, position descriptions, organizational information, completed Hay questionnaires, and information on recruitment, retention, and budgetary impact.
- e. **Surveys or Other Classification Reviews Initiated by BOCC.** All surveys or other classification reviews initiated by BOCC requiring a change will be effective the date BOCC publishes its findings.
- f. **Job Specification Revisions, Creations, and/or Revisions to the Pay Scale Group of Existing Jobs Initiated by BOCC.** All job specification revisions, creations, and/or revisions to the pay scale group of existing jobs initiated by BOCC will be effective on the Executive Board Amendment preparation date.
- g. **Exceptions.** Requests for exceptions to the above stated policies should be submitted by the agency human resource director to the Director, BOCC for consideration.
- h. **Downward Reclassifications, Lowering of a Pay Scale Group, and Lateral Reclassifications.** All actions that result in the downward reclassification of a position or the lowering of a pay scale group of a job will be processed prospectively. The lateral reclassification of a position will also be processed prospectively.

## 6. RESPONSIBILITIES.

- a. **Supervisors and Managers** shall conduct a thorough review of all information submitted to ensure accuracy and expeditious transmittal to the appropriate human resource office.
- b. **Agency Field Human Resource Office** shall:
  - (1) Ensure all required position and organization information is current, accurate, and complete.
  - (2) Complete position documentation and technical evaluations are submitted in a timely manner.
- c. **Agency Central Human Resource Office and BOCC, Classification and Pay Division** shall:
  - (1) Ensure all required position, organization, and budgetary information is current, accurate, and complete.
  - (2) Ensure position allocation and evaluation decisions and classification plan change recommendations are developed and processed in a timely manner.

## **7. PROCEDURES.**

### **a. Agency Field Human Resource Office.**

- (1)** In those cases where the agency field human resource office has the authority to effect a change in classification, it shall, upon receipt, affix a date stamp to the face of all documentation submitted in support of the requested change.
- (2)** In those situations where the agency field human resource office does not have classification authority, it must submit the required information to the agency central human resource office, along with the supporting analysis and rationale for recommendations.

### **b. Agency Central Human Resource Office and BOCC.**

- (1)** Upon receipt, affix a date stamp to the face of the covering transmittal, position description, and supporting documentation.
- (2)** Process the action in accordance with this directive and all other policies set forth in *Management Directive 505.7, Personnel Rules; Management Directive 520.6, Processing of Reclassification Actions*; the guidelines for decentralized classification authority; and the appeal procedure.

**This directive replaces, in its entirety, *Management Directive 520.8*, dated January 23, 2007.**