Section 250.30 The Classification Plan

a) Coverage. The classification plan shall include all classes, as approved, and from time to time amended, by the Merit Board, except those exempted by Section 36e of the Statute. Exemptions under Section 36e(3) of the Statute shall be by position. When approved by the Merit Board, a position shall remain exempt until such exemption is terminated by the Merit Board. The Director shall publish guidelines for such exemptions, as approved by the Merit Board. This classification plan shall apply to all positions subject to Section 250.20(a).

b) Class Specifications.
1) The System shall maintain written specifications, as approved by the Merit Board, for each class in the classification plan. Such specifications shall include the class title, function of position, characteristic duties and responsibilities, minimum acceptable qualifications, including any special licenses or certificates required by state or federal laws, and additional desirable qualifications.
2) The employer shall post notice of the addition of a new class or of the reactivation of a former class, together with a copy of the class specification, at each appropriate place of employment for a period of at least ten calendar days prior to the date a position of the new, or of the reactivated, class is filled, except that for status employees affected by reclassification or reallocation of their positions, as provided in Section 250.30(f)(1) and 250.30(f)(2), this Section does not apply. The notice of the addition of a new class or of the reactivation of a former class, as provided for in this Section, shall be posted in all public places allocated for Civil Service employment information.

Use of Class Titles. The title of each class shall be the official title of every position allocated to the class for all purposes having to do with the position. This title shall be used on all personnel records and transactions. A functional title may also be given to a position by the employer, but such functional title cannot be a title approved by the Merit Board as a Civil Service class title.

d) Allocation of New Positions. When a new position is established the employer shall recommend in writing to the Director its allocation to an appropriate class, and the Director shall act upon such recommendations.

e) Reallocation or Reclassification of Existing Positions.
1) A request to reallocate or reclassify any existing position may originate with the employee and/or the employer. When material changes occur in the duties and responsibilities of a position, the employer shall recommend to the Director in writing the reallocation or reclassification of the position to its appropriate class, and the Director shall review the request, shall act upon it, and shall notify the employer of his action.
2) A position may be abolished, the class of a position may be changed, or a new class specification may be prepared, provided that no such change shall be made for the purpose of separating an employee from employment in a position in his class.
3) In order to maintain a sound classification program, the employers, working with the staff of the System, shall carry on continuous classification studies.

f) Status of an Employee Whose Position is Reallocated or Reclassified.
1) An employee, whose position is reallocated or reclassified, shall be eligible for continued
employment in the position which is reallocated or reclassified, provided he establishes eligibility for such a new class. He may establish eligibility by meeting the minimum qualifications for the new class to which the position has been reallocated or reclassified, and by passing an examination for the new class. He must complete a probationary period in the position in the new class.

2) A status employee in a position which is reallocated or reclassified, who chooses not to qualify for, or who fails to gain eligibility for, the new class, shall have his name placed by the employer on the reemployment register for the former class in accordance with Section 260.60(b)(1).

3) An employee, serving a probationary period in a position which is reallocated or reclassified, who fails to gain eligibility for the new class, and for whom no vacant position exists in the class from which his position has been reallocated or reclassified, shall have his name placed by the employer on the register from which he was certified to a position in the former class in accordance with Section 250.60(b)(2) or Section 250.60(b)(3). If he has completed a probationary period in a position in a lower class in the same promotional line as that of his former position, his name shall be placed by the employer on the reemployment register of the lower class in accordance with Section 250.60(b)(1).