

**POLICY 3  
POSITION CLASSIFICATION**

**University Policy**

All Civil Service positions will be assigned to classes based on duties and responsibilities of the positions in accordance with the classification plan approved by the Merit Board of the State Universities Civil Service System.

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**Rule 3.01 - Position Descriptions**

All Civil Service positions must have position descriptions. The duties and responsibilities of each position are determined by appropriate unit managers and supervisors who are responsible for preparing position descriptions or for assuring that they are prepared. Each position description shall be signed by the incumbent of a filled position and, in all cases, the immediate supervisor or head of the unit whose signature will certify the accuracy of the description. Copies of position descriptions will be on file in employing units and in the campus human resources office.

**Regulations**

3.011 **Position Description Content**

Position descriptions will be written in accordance with the format approved by the campus human resources office. Information will include but not be limited to the following:

- A. Class title/proposed class title
- B. Position Civil Service number
- C. Position location
- D. Function
- E. Organizational relationship (statement or diagram)
- F. Duties and responsibilities
- G. Signature of incumbent
- H. Signature of supervisor/unit head
- I. Date

3.012 **Employee Position Description Copy**

Each employee will be given a copy of his or her position description.

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**Rule 3.02 - Position Reviews**

Supervisors and heads of units are responsible for insuring that the duties and responsibilities assigned to each position are in accordance with those described in the official position description.

**Regulations**

3.021 Classification Determination

When the unit head or a designee finds that the duties and responsibilities of a position must be changed from the fundamental duties described on the most recent position description, the unit will consult with the campus human resources staff to determine the proper classification or to determine whether the assignment of certain duties is appropriate.

3.022 Employee Notification

An employee will be notified when the unit head or a designee requests a change in the employee's job classification. The incumbent may request a job audit and shall have the right of appeal as provided under Regulation 3.041.

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**Rule 3.03 - Job Evaluation Program**

A program for job evaluation and position analysis will be maintained by the campus human resources office to determine the proper assignment of positions to classes and to monitor consistency within the classification function.

**Regulation**

3.031 **Instruments**

Job evaluation instruments used to assign positions to classes will be approved by the Assistant Vice President for Human Resources. The instruments will include criteria approved by the Director of the State Universities Civil Service System.

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**Rule 3.04 - Classification Requests/Appeals**

Requests for the allocation, reallocation, or reclassification of positions may originate at any level of the University organization, but the recommendation to the State Universities Civil Service System will be made only by the campus or University human resources offices, as delegated by the Associate Vice President for Administration and Human Resources, who is the Designated Employer Representative to the System.

**Regulations**

3.041 Classification Review

An employee or an employing unit may request a review of the appropriateness of a position classification:

- A. The campus human resources office will review requests for determination of the appropriate classification and requests for reclassification or reallocation of a position.
- B. An employee may seek further review by the State Universities Civil Service System in accordance with Civil Service System Rule 250.30(e), Reallocation or Reclassification of Existing Positions, and the State Universities Civil Service System procedures. The request should be submitted within thirty (30) calendar days of the receipt of the campus decision.

3.042 Arbitration

A request concerning an individual's position classification may not be appealed to arbitration.

3.043 Effective Date

The effective date of reclassification or reallocation of an existing position shall be the beginning of the pay period during which the initial campus review or audit is conducted providing the incumbent has taken and passed the Civil Service examination for the new classification. If the incumbent has not taken and passed the Civil Service examination, the effective date shall be the beginning of the pay period immediately following the date the incumbent passes the examination.

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**Rule 3.05 - Classification Requests During Layoff Periods**

Requests to reclassify or reallocate positions in classes with pending layoff activity will be subject to review by the head of the campus human resources office. A classification request will not be honored for any position where the employee has been notified of a pending layoff. No unit will be allowed to reclassify or reallocate positions to avoid possible employee displacement or placement.

**Regulation**

3.051 Pending Layoff Period

The pending layoff period will begin with the date an affected employee is notified of pending layoff in accordance with Civil Service Rule 250.110(c)(1) and will end when the layoff is effected or resolved.

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### Rule 3.06 - Determination of Position Appointment Types

The head of the campus human resources office or a designee will review requests to fill vacant positions and determine the proper type of appointment to be assigned to each position in accordance with categories defined by the State Universities Civil Service System Statute and Rules.

### Regulations

#### 3.061 Status Appointments

Status appointments are made to permanent and continuous positions. In order for a position to be considered permanent, the head of the employing department must certify the intention to continue the position on a regular employment basis for six (6) or more months. Permanent regular positions include flex-year appointments that require a single period of work of at least eight (8) months duration followed by a single period of non-work that is expected to recur on an annual basis. Appointments to these flex-year positions are status appointments and are subject to special conditions which will be provided in writing by the campus human resources office.

#### 3.062 Temporary Appointments

Temporary appointments are made to positions that have been certified as emergent, temporary, or transitory by the head of the unit or by the head of the campus human resources office, and that do not meet the permanent position requirements. Temporary appointments may not be longer than three (3) months. Requests to the Director of the State Universities Civil Service System to renew such appointments will be made by the head of the campus human resources office, in accordance with Civil Service Rule 250.70(a)(1).

#### 3.063 Extra Help Appointments

Extra Help appointments are for positions determined to be casual or emergent in nature. An Extra Help position may be utilized for a maximum of 900 hours of work. The 900 hour limitation will be reviewed on a quarterly basis and regulated by the campus human resources office to ensure compliance with Civil Service Rule 250.70(g).

#### 3.064 Provisional Appointments

Permanent status positions may be filled provisionally in accordance with Civil Service Rule 250.70(b). If there is no employment register, a qualified applicant who has not passed the Civil Service examination may receive a provisional appointment and may continue to be employed providing no candidate is available from the appropriate register.

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**Rule 3.06 - Determination of Position Appointment Types**

**Regulations (Continued)**

3.065 Apprentice, Trainee, and Learner Appointments

Apprentice appointments may be made for occupations defined as an “apprenticeable occupation” by the Bureau of Apprenticeship and Training, United States Department of Labor, in accordance with registered apprenticeship standards. Such programs are developed by a joint apprenticeship committee and approved by the Director of the State Universities Civil Service System.

Trainee and learner appointments may be made to positions in classes for which scheduled programs for training or experience are requested by the campus human resources office and approved by the Director of the State Universities Civil Service System. Establishment of such programs shall be in accordance with Civil Service Rule 250.70(d) and (e).

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**Rule 3.07 - Specification Requests**

A request for a new or revised Civil Service class specification, including a recommendation for pay rate or salary range, promotional line, and effective date, may be initiated at any level of the University organization. Such requests must receive appropriate administrative approvals prior to submission to the State Universities Civil Service System.

**Regulations**

3.071 New or Revised Class Specification Requests

A request for a new class specification or revision to an existing class specification will be submitted to the head of the campus human resources office and forwarded to the Assistant Vice President for Human Resources. After appropriate review and approval, the Designated Employer Representative (the Associate Vice President for Administration and Human Resources) will make a recommendation to the State Universities Civil Service System. A request for a change in title, a deletion or reinstatement of a class specification, or a change in promotional line will be similarly handled.

3.072 Posting Notices

Each campus human resources office shall be responsible for posting notices for the addition of a new class or reinstatement of a former class in accordance with Civil Service Rule 250.30(b)(2).