

**PPM #15**

**Policy Name:** *Position Description and Classification*

**Effective Date:** *April 2, 2007*

**Revision Date:** *December 1, 2011, August 1, 2018*

**Authorization:**

  
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*Nancy Watkins, Undersecretary*

**POLICY**

It is the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation & Tourism (DCRT) to ensure that new positions are established and existing positions are maintained in a consistent manner and in accordance with rules and requirements from the Department of Civil Service. As mandated in General Circulars 1668 and 1684, all position descriptions shall be updated:

- At least every five (5) years.
- When major duty changes have taken place.
- Prior to filling a vacant position at the supervisory level or above, unless the position description has been updated within the last twelve (12) months.

Position descriptions **must** reflect the specific required business functions for the position and describe where and how those functions contribute to the organization.

The Department of Civil Service, has authority to determine the allocation of all positions in the classified service. If the appointing authority or occupying employee is not satisfied with the decision, an appeal may be filed through HR to the Department of Civil Service. Civil Service's decision as a result of an appeal request is final.

**JUSTIFICATION/PHILOSOPHY**

It is the philosophy of OLG/DCRT to implement position descriptions and job classification actions that are in accordance with Civil Service Rules and policies, and within the constitutionally defined concept of a uniform classification plan.

Direct supervisors and appointing authorities are responsible for describing the required business functions of the position as well as any special skills and abilities that may be required to support the performance of those functions. Position descriptions and classifications are not to be used to obtain a specific allocation or job level for a specific employee or incumbent of the position, but rather to reflect how the position and its required functions contribute to the organization.

## PROCEDURES

1. Each position's supervisor will describe and certify the specific business functions for the position and reflect the percentage of time allocated to those specific functions by completing the Standard Form 3 (SF-3).
2. Each position's incumbent (if applicable), supervisor and appointing authority will sign the SF-3 certifying the accuracy of the description of duties.
3. Each position description must include an organizational chart reflecting where and how the position fits in the organization with specific reporting of superiors and subordinates and how they relate to the specific position itself.
4. Each position description must include a listing of essential job functions in accordance with the PPM #2: Americans with Disabilities Act.
5. HR will submit the SF-3 to Civil Service for allocation. Upon approval, HR will notify the appointing authority of the final allocation and/or render any final comments or instructions.
6. The SF-3 and supporting documentation originally submitted for allocation will remain in HR as the official and authorized document reflecting the specific action on the position. A copy will be returned to the agency reflecting the approved allocation,

## CONSEQUENCES

All classified positions are subject to Civil Service desk audits. Any employee found to have falsely represented the job duties of a position **may be subject to disciplinary action**. When any such falsification or inaccuracy is discovered in a job description, the position will be reallocated to the appropriate classification which may result in loss of pay to the employee upon the resulting downgrade of the position and/or employee disciplinary action. If an audit reveals an error that would have resulted in the position being allocated to a higher level, the correction will be made and any resulting increase in pay will be awarded to the employee.

*Summary of Changes: Revised policy number, added General Circular 1668 information, removed requirement to submit electronic format of SF-3 to HR (December 1, 2011). Removed references to delegated authority for classification of positions and added requirement for listing essential functions. (August, 2018)*