

## Valid Reasons for Reclassification

Examples of significant change which **may** justify reclassification:

- A major function is added or removed from your position.
- Methods for performing your work require significantly higher levels of knowledge or skill than indicated on the class specification.
- Your position is assigned responsibility for making program recommendations and decisions with a degree of authority and independence not typical of other positions in your class.
- Your position, which is in a technical or clerical class, is assigned the majority of duties and responsibilities of a professional class.
- Your position is allocated to a non-supervisory class, but you have been assigned full supervisory responsibility for work at the same level. In addition to training, assigning and reviewing work, full supervisory responsibilities include hiring, discipline, and performance evaluation.

## Invalid Reasons for Reclassification

Examples which **do not** justify reclassification:

- Your workload has significantly increased.
- You are at step 10 or approaching retirement and there are no opportunities for promotion.
- Your work performance is far superior to your co-workers.
- You possess higher qualifications in terms of education or experience than other employees in the class or have recently received your college degree.
- You have been required to learn new technologies or otherwise update your skills so you can perform the same duties using new methods.
- You have new duties which are similar in nature and equally or less complex than those expected of your class.

# JOB CLASSIFICATION

A guide to the NPD-19 Desk Audit Process



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## Position Classification

Position classification is a process of grouping jobs into classes based on similar or like duties, responsibilities, and qualification requirements. The purpose of the reclassification process is to ensure that jobs which are assigned equal work are classified at the same grade level and receive equal pay.

Staff in the Human Resource Management, Compensation, Classification & Recruitment Section conduct two types of classification studies. One is an Occupational Group Study involving all classes in a particular occupational group. Another type is the classification of new positions and review of individual positions that have undergone significant change in duty assignments. This brochure explains the latter type, which is also known as the NPD-19 process.

### Significant Change

A position must undergo significant change to justify reclassification. "Significant change" means the assignment of new duties which:

- Are outside the scope of the current class;
- Are not part of the scope of responsibility of the position; and
- Result in the majority of duties being allocated to a different class.

Reclassification of a position does not automatically result in a salary increase. Positions may be reclassified upward, downward, or laterally.

## The Reclassification Process

Typically, you as an employee whose position is to be studied will complete the Position Questionnaire NPD-19. Although an NPD-19 may be submitted without your supervisor's and/or appointing authority's signatures, we recommend you submit it to them. The purpose is to verify the accuracy of statements about your job and to eliminate any confusion about exactly what duties are assigned to your position. If an NPD-19 is submitted without these signatures, Human Resource Management will send a copy to the agency personnel liaison to obtain the appointing authority signature and verify the statements and job duties.

When your NPD-19 is received by Human Resource Management, it will be logged in and taken to the Department of Administration, Budget Office to ensure funding is available for the requested change in classification. Once budget has signed the NPD-19, Human Resource Management will notify you of the name of the Personnel Analyst to whom it has been assigned.

Normal turnaround time for an NPD-19 in the Compensation, Classification & Recruitment Section is 30 days or less, not counting time waiting for budget approval or for additional information from you or your agency. A classification study will take longer than 30 days if the creation of a new class is required, a class specification has to be revised, or a class is reallocated to a different grade.

Once you have been notified as to who will be conducting the study, you may contact this staff member at any time to ask questions or to receive a progress report.



## The Personnel Interview

Normally the Personnel Analyst assigned to study your position will conduct an interview at your work site to clarify the changes that have occurred in your assignments. The Analyst will also usually talk with your supervisor to confirm and elaborate on the information obtained. Topics the Analyst may ask about include:

- New assignments or areas of responsibility;
- Workflow, work processes, and work samples;
- Lines of authority, your supervision and work review processes;
- How your position fits in the context of your organization; and
- Your work environment.

The following tips may help you prepare for this meeting:

- Be prepared to discuss your overall job duties, the significant changes that have occurred to your duties, what a person must know and be able to do to perform those duties, and how your job fits into your unit's operation.
- Have examples of your work available.
- Feel free to ask questions.

RELAX! The analyst is there to understand changes in your job duties – not evaluate how well you perform them.