

Job Classification Procedures	1
I. Classification Rights and Responsibilities	1
A. Supervisors.....	1
B. Employees.....	2
II. Classification Decisions	2
A. Authority	2
B. Initiating Audits	3
C. Audit Process	3
D. Completion of the “Position Description Questionnaire,” “Supplemental Position Description Questionnaire,” and “Classification Dispute Review Request”	6
III. Post Audit Actions	6
A. Action Taken Following Allocation/Assignment to New Job Family or Level	6
B. Compensation Resulting from the Reallocation and Assignment to a Higher Pay Band	7
IV. Positions in the Unclassified Service (5-1C-4048, 4-ACRS-7E-08)	8
A. Filling a Vacant Position	8
B. When a Position is Occupied	8
C. When a Position is Assigned to a Job that Does Not Match the Incumbent’s Current Unclassified Job Assignment.....	8
V. References	9
VI. Action.....	9
Attachments.....	10
Referenced Forms	10

Section-11 Human Resources	OP-110260	Page: 1	Effective Date: 09/06/2019
Job Classification Procedures	ACA Standards: 2-CO-1C-07, 2-CO-1C-08, 4-ACRS-7E-07, 4-ACRS-7E-08, 5-1B-4040, 5-1C-4048		
Scott Crow, Interim Director Oklahoma Department of Corrections		Signature on File	

Job Classification Procedures

Job classification procedures are established in compliance with the Oklahoma Personnel Act and the Merit Rules for Employment. Sections I. through III. apply only to those positions/employees in the classified service. Within the guidelines established, the agency has the authority to prescribe or change the duties and responsibilities assigned to any position or employee at any time. [Merit Rule 260:25-5-3(a)] (2-CO-1C-07, 2-CO-1C-08, 4-ACRS-7E-07, 4-ACRS-7E-08)

I. Classification Rights and Responsibilities

A. Supervisors

Supervisors will ensure that:

1. The work assigned to employees on a regular and consistent basis conforms with the employee’s classification [Merit Rule 260:25-5-3(b)(2)];
2. The list of accountabilities used to evaluate performance represents appropriate work for the employee’s classification as described by the job family descriptor;

3. Vacant positions are reviewed, prior to filling, to determine whether the job family descriptor continues to identify the work the agency wants assigned to positions. [Merit Rule 260:25-5-6(b)] Anytime the work assigned to a position (whether occupied or vacant) is not in substantial agreement with the job family descriptor, either the job duties assigned will be changed, or an audit will be requested. [Merit Rule 260:25-5-6(c)]; and
4. Information required by Human Capital Management (HCM) or the Central Human Resources Unit to determine appropriate allocations and assignments will be submitted as requested.

B. Employees

1. Employees are entitled to the job family level they are currently assigned and to the compensation assigned to any job family level for which duties were performed on a regular and consistent basis. Employees are not entitled to reclassification, to occupy a specific position, or to the continued assignment of specific duties and responsibilities [Merit Rule 260:25-5-4(d)].
2. Employees must be familiar with the job family descriptor and the list of accountabilities for the position they occupy [Merit Rule 260:25-5-4(a)] and have the right and responsibility to file a classification grievance when duties performed on a regular and consistent basis do not conform to the employee's job family descriptor and the level of assignment [Merit Rule 260:25-5-4(c)].
3. Employees are responsible for responding to requests for information from HCM or the Central Human Resources Unit relevant to allocation or assignment decisions.

II. Classification Decisions

Job family descriptors will be used to determine the appropriate classification of positions; however, employees are normally required to perform some of the work of higher or lower rated jobs, and the performance or assignment of isolated duties contained in any one job family descriptor will not affect the outcome of classification decisions [Merit Rule 260:25-5-34(a), 25-5-4(e) and (f)].

Classification decisions consist of an allocation to a job family and an assignment to a level within the job family. (5-1B-4040)

A. Authority

1. Allocation

HCM has the authority to allocate a position to the appropriate job family [Merit Rule 260:25-5-31].

2. Assignment

The agency has the authority to determine the level within a job family at which duties and responsibilities are assigned, consistent with the job family allocation made by HCM (74 O.S. - § 840-4.3, Merit Rule 260:25-5-3(a) and 25-5-41).

B. Initiating Audits

Position audits, to determine the appropriate classification, will be conducted when the agency:

1. Adds a new position [Merit Rule 260:25-5-6(a)];
2. Makes significant changes to the job duties and responsibilities assigned to a position [Merit Rule 260:25-5-6(c)];
3. Has reason to believe the position is not properly allocated [Merit Rule 260:25-5-6(c)] or assigned; or
4. Is unable to resolve a classification grievance filed by an employee [Merit Rule 455:10-19-35(c)(4)].

C. Audit Process

An audit to determine a position's proper family allocation or level assignment will be conducted following receipt of a properly completed request in the form of a "[Position Description Questionnaire](#)" (HCM-39), a "[Supplemental Position Description Questionnaire](#)" (HCM-39A) or a "[Classification Dispute Review Request](#)" (HCM-70) which has been submitted through the appropriate supervisory chain of command to the Central Human Resources unit.

1. Position Description Questionnaire

a. Responsibilities of Supervisors/Managers

Supervisors/managers will initiate a position audit and complete a "[Position Description Questionnaire](#)":

- (1) Prior to filling a vacant, unallocated position; or
- (2) Anytime the supervisor/manager has reason to believe that a vacant or occupied position is no longer properly allocated to the correct job family.

b. Responsibilities of the Reviewing Chain of Command

The reviewers within the chain of command are responsible for determining whether the [“Position Description Questionnaire”](#) is warranted and withholding approval for unwarranted audit requests. Reviewers may refuse to approve audit requests when:

- (1) The reviewer does not agree that the employee’s position is incorrectly allocated to a job family;
- (2) The position was audited within the past 12 months and there have been no significant changes in assigned duties or responsibilities since that audit; or
- (3) A business need of the agency necessitates the modification of the duties and responsibilities assigned to the position rather than the reallocation of the position and subsequent reclassification of the position incumbent.

[“Position Description Questionnaires”](#) approved by the appropriate chain of command will be forwarded to the Central Human Resources Unit.

c. Responsibilities of the Central Human Resources Unit

The [“Position Description Questionnaire”](#) will be forwarded to HCM. Within 20 calendar days following receipt of the allocation decision by HCM, the Central Human Resources Unit will make a level assignment decision and provide the affected employee, the facility/unit head/deputy director, and the facility/district/unit HRMS with a written notice [Merit Rule 260:25-5-56(c)].

2. Supplemental Position Description Questionnaire

a. Responsibilities of Supervisors/Managers

Supervisors/managers will initiate a position audit and complete a [“Supplemental Position Description Questionnaire”](#) any time the supervisor/manager has reason to believe that a vacant or occupied position is no longer properly assigned to the correct level within a job family.

b. Responsibilities of the Reviewing Chain of Command

The reviewers within the chain of command are responsible for determining whether the [“Supplemental Position Description Questionnaire”](#) is warranted and withholding approval for unwarranted audit requests. Reviewers may refuse to approve audit requests when:

- (1) The reviewer does not agree that the employee's position is incorrectly assigned to a job family level;
- (2) A level assignment decision was made within the past 12 months and there have been no significant changes in job duties or responsibilities since that assignment decision was made; or
- (3) A business need of the agency necessitates the modification of the duties and responsibilities assigned to the position rather than the reallocation of the position and subsequent reclassification of the position incumbent.

["Supplemental Position Description Questionnaires"](#) approved by the appropriate chain of command will be forwarded to the Central Human Resources Unit

c. Responsibilities of the Central Human Resources Unit

Following receipt of a properly completed ["Supplemental Position Description Questionnaire,"](#) the Central Human Resources Unit will make a level assignment decision and provide the affected employee, the facility/unit head/deputy director, and the facility/district/unit HRMS with a written notice within 30 calendar days [Merit Rule 260:25-5-56(d)].

3. Classification Dispute Review Request

- a. If a classification grievance results in a decision to advise the employee to complete a ["Classification Dispute Review Request,"](#) the affected employee will complete the form and submit it, through his/her chain of command (including senior staff), to the Central Human Resources Unit [Merit Rule 260:25-5-51(a)].
- b. The grievance manager will furnish the Central Human Resources Unit a copy of the grievance.
- c. If the grievance is limited to the job family level to which the position is assigned, the Central Human Resources Unit will provide written notification of the level assignment decision to the grievant within 30 calendar days after receipt of the ["Classification Dispute Review Request"](#) [Merit Rule 260:25-5-56(d)].
- d. If the grievance concerns the job family to which the position is allocated, the Central Human Resources unit will forward the ["Classification Dispute Review Request"](#) to HCM within 20

calendar days of receipt. [Merit Rule 260:25-5-51(c)] Following receipt of an allocation decision, the Central Human Resources unit will provide the grievant with written notification of the level assignment decision within 20 calendar days of receipt [Merit Rule 260:25-5-51(c) and 25-5-56(c)].

- e. Any grievant who disagrees with the level assignment decision may request a review from HCM by submitting the request to the Central Human Resources Unit within 20 calendar days of the date of the notice of the level decision. Within seven calendar days, the Central Human Resources Unit will forward to HCM the request for review and all documents considered in determining the level assignment [Merit Rule 260:25-5-51(d)].

D. Completion of the “Position Description Questionnaire,” “Supplemental Position Description Questionnaire,” and “Classification Dispute Review Request”

The required forms must be completed in accordance with the instructions on the form.

1. An approved “Electronic Personnel Transaction Freeze Exemption Request” (E-92) must be attached to any [“Position Description Questionnaire”](#) or [“Supplemental Position Description Questionnaire”](#) (74 O.S. § 840-2.14D);
2. An organizational chart must be attached [Merit Rule 260:25-5-55(a) and 25-5-55(b)];

III. Post Audit Actions

If an audit results in an allocation and assignment to a job family level other than the employee’s current job family level, the agency must elect an appropriate action within 60 calendar days [Merit Rule 260:25-5-91(a)]. Compensation will be adjusted in the event of a promotional action.

A. Action Taken Following Allocation/Assignment to New Job Family or Level

1. Transfer of the Employee

A permanent employee may be transferred to a position which is allocated/assigned to the same job family level as the employee is currently classified [Merit Rule 260:25-5-91(a)(1)].

2. Change in the Employee’s Assigned Duties

The employee’s job duties may be changed to be consistent with the employee’s job classification and a new [“Position Description Questionnaire”](#) or [“Supplemental Position Description Questionnaire”](#) submitted when [Merit Rule 260:25-5-91(a)(2)]:

- a. The employee does not meet the minimum qualifications for the new job family level of the current position and there is no other position to which the employee can be transferred;
- b. The new job family level would constitute a demotion for the employee, the employee does not request a voluntary demotion and there is no other position to which the employee can be transferred; or
- c. The agency's interests are best served by changing the job duties.

At any time the employee is assigned job duties which differ from the accountabilities established on the current PMP, the current PMP must be closed and a new PMP opened.

3. Position Reallocation Resulting in Employee Promotion

- a. If the new job family level constitutes a promotion, the employee is certified as meeting the minimum qualifications for the promotional position, and the facility/unit head/deputy director elects to continue the employee's current assignment of job duties, the employee may be promoted in accordance with [OP-110235](#) entitled "Hiring and Promotional Procedures" and all applicable Merit Rules. A promotional posting is not required.

B. Compensation Resulting from the Reallocation and Assignment to a Higher Pay Band

1. Following Completion of the "Position Description Questionnaire" or "Supplemental Position Description Questionnaire" Process

In the event an incumbent/employee is promoted following the re-allocation or re-assignment of the position the employee occupies, the employee's new rate of pay will be calculated in accordance with Merit Rules for promotional pay and [OP-110340](#) entitled "Employee Compensation." Payment at the new rate of pay will commence with the effective date of the promotion.

2. Following Completion of the Classification Dispute Review Process

- a. If the audit indicates an employee's position is allocated or assigned to a job family level at a higher pay band than the pay band assigned prior to the audit, the employee will be compensated for the difference between the employee's actual rate of pay and the rate of pay the employee would have received on promotion to the new job family level. Back pay

will be limited to the date the employee filed the classification grievance [Merit Rule 260:25-5-51(g)],

- b. The awarding of back pay does not entitle the employee to a promotion. Any action as described in Section III. item A. of this procedure can be taken.

IV. Positions in the Unclassified Service (5-1C-4048, 4-ACRS-7E-08)

The Central Human Resources Unit will develop and maintain job descriptions for the agency's [unclassified jobs](#). The director will authorize the review of unclassified positions by the Central Human Resources Unit job evaluation committee. The job evaluation committee, comprised of representatives from the Central Human Resources Unit, will determine the appropriate job assignment for unclassified positions, with input from the affected appointing authority, and make recommendations to the director prior to finalizing any job assignments.

The appointing authority will complete an "Unclassified Position Description Questionnaire" ([Attachment A](#), attached), attach an accurate organizational chart and the accountabilities listed on the PMP, and submit through the chain of command (including senior staff) to the Central Human Resources Unit under the following circumstances:

A. Filling a Vacant Position

Prior to filling a vacant position:

1. That has never been allocated; or
2. When the appointing authority plans to assign the position duties and responsibilities that are significantly different from the duties assigned to the previous incumbent or from the typical functions outlined on the relevant unclassified job description.

B. When a Position is Occupied

The appointing authority will complete the "Unclassified Position Description Questionnaire" ([Attachment A](#)) when the appointing authority determines that an unclassified employee is assigned job duties and responsibilities that are significantly different from those contained on the relevant unclassified job description.

C. When a Position is Assigned to a Job that Does Not Match the Incumbent's Current Unclassified Job Assignment

1. In the event an audit of an occupied unclassified position results in an assignment to a job description and pay grade different than the incumbent's current one, the appointing authority, with the approval of the director, can terminate the incumbent from the current job (or the incumbent can resign) and re-appoint the incumbent to the new job

and pay grade. All appropriate processes regarding resignation/termination and filling a vacant position must be followed.

2. Alternatively, the appointing authority can elect to change the incumbent's job duties to be consistent with those outlined on the original job description.

V. References

Policy Statement No. P-110100 entitled "Uniform Personnel Standards"

OP-110235 entitled "Hiring and Promotional Procedures"

OP-110340 entitled "Employee Compensation"

74 O.S. § 840-4.3 and 2.14D

Merit Rule 260:25-5-3(a), 25-5-4(a)(c)(e)(f), 25-5-6(b)(c)(a), 25-5-31, 25-5-34(a), 25-5-35(c)(4), 25-5-41, 25-5-51(a)(c)(d)(g), 25-5-55(a)(b), 25-5-56(c)(d), 25-5-91(a)(1)(2), and 455:10-19-35(c)(4)

VI. Action

The regional director/division head is responsible for compliance with this procedure.

The director of Human Resources is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-110260 entitled "Job Classification Procedures" dated July 16, 2018

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
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Attachment A	“Unclassified Position Description Questionnaire”	Attached
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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
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HCM-39	“Position Description Questionnaire”	OMES
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HCM-39A	“Supplemental Position Description Questionnaire”	OMES
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HCM-70	“Classification Dispute Review Request”	OMES
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