

# Michigan Civil Service Commission

## Regulation 4.07

<b>Subject:</b> <b>Agency Reorganizations and Position Recodings</b>		
<b>SPDOC No.:</b> 17-06	<b>Effective Date:</b> January 1, 2017	<b>Replaces:</b> Reg. 4.07 (SPDOC 07-14, October 7, 2007)

### 1. Purpose

Article 11, section 5, of the Michigan Constitution and Civil Service rule 6-4, delegate to the appointing authority the exclusive right to organize the agency's structure. This regulation outlines the standards and procedures that an appointing authority must use to notify Civil Service of a planned reorganization or position recoding within an agency prior to its implementation so that Civil Service can determine any classification impact.

### 2. CSC Rule References

#### **4-1 Position Establishment and Classification**

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##### **4-1.2 Classification**

*A position established in the classified service must be reviewed to classify the position properly.*

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##### **4-1.4 Classification Plan**

*The civil service commission shall authorize an official classification plan for all positions in the classified service. The state personnel director shall administer the official classification plan.*

*(a) Classification. Every position established must be classified in accordance with the official classification plan.*

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#### **4-2 Position Classification Review**

*Civil service staff shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.*

*(a) Position review. An appointing authority shall give notice to civil service staff of material changes in the duties and responsibilities that may impact the proper classification of a position. If the appointing authority does not notify the civil service staff of material changes, the employee occupying the position may initiate a position review by filing an updated position description and a written request with the civil service staff.*

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### **3. Standards**

#### **A. Agency Reorganizations.**

1. The appointing authority must notify Civil Service of a proposed reorganization before implementation. A meeting may be set to discuss the proposed reorganization.
2. The appointing authority must submit the following necessary documents to Civil Service for review to determine the impact of the proposed reorganization:
  - a. The current organizational chart(s).
  - b. The proposed organizational chart(s) for the reorganization. The organizational chart(s) must include the organizational title, classifications and levels, and employee names.
  - c. The position descriptions (CS-214) for the affected positions in the proposed organizational structure.
3. Civil Service will determine the appropriate classification actions and notify the agency of:
  - a. The appropriate classification of affected positions.
  - b. The positions that can be recoded.
  - c. The positions that need to be established or reclassified in accordance with regulation 4.01.
4. The appointing authority must submit a copy of the approval documentation that is required by any executive orders or directives in place that are applicable to their agency, Position Action Requests (CS-129), Position Recoding Worksheets (CS-1758), final position descriptions and final organizational charts to Civil Service to implement the reorganization. Required approvals are to be provided prior to Civil Service processing classification actions.

#### **B. Position Recodings.**

1. Position recoding means the change of a supervisor, process level, and/or department code for a position. The position's duties and responsibilities are essentially unchanged.
  - a. Positions must be recoded to reflect the new organizational placement and reporting relationship whenever a change occurs.
  - b. When the following occurs the appointing authority must complete and submit to Civil Service a position recoding worksheet (CS-1758):

- (1) Position/Employee moved to different supervisor.
  - (2) Position/Employee moved to different department code.
  - (3) Position/Employee moved to different process level.
2. Only Civil Service can process a change to the direct supervisor code on the position record and the supervisor code on the employee record (HR11.1). Changes to the direct supervisor code, process level code, and/or department code on the position record (PA02.1) impact all employees attached to the position. To separate existing many-to-one positions, transactions must be made in accordance with regulation 4.01.
  3. The appointing authority must indicate the reason for the position recoding in the "Appointing Authority's Comments" section of the request form.
  4. Civil Service will determine if a change in reporting relationship impacts the classification of positions. Any necessary classification actions will be discussed with the appointing authority.
  5. Civil Service will enter changes to the position record (PA02.1) in the Human Resources Management Network (HRMN), which will automatically change the employee record (HR11).

## 4. Procedures

### A. Agency Reorganizations.

Responsibility	Action
Appointing Authority	1. Submits to Civil Service the necessary documents described in this regulation to review the proposed reorganization. Requests a meeting, if necessary.
Civil Service	2. Reviews the proposed reorganization and, if necessary, meets with the appointing authority. Informs the appointing authority of the findings and recommendations.
Appointing Authority	3. Receives Civil Service review determination. 4. Submits to Civil Service the necessary documents to implement the reorganization, such as any required approvals, position action requests, appropriate rating system worksheets, CS-1758 form, position descriptions, and organizational charts.
Civil Service	5. Reviews the requested establishment, reclassification, or recoding of the positions, based on the previous review of the proposed reorganization. 6. Based on analysis of the establishment, reclassification, and recoding

Responsibility	Action
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| Appointing Authority | <p>requests, approves appropriate classification and recoding actions and documents approvals on the CS-129 or CS-1758.</p> <ol style="list-style-type: none"> <li>7. Enters the necessary position information in HRMN.</li> <li>8. If the establishment, reclassification, or recoding requests are disapproved, documents the reasons on the CS-129 or CS-1758.</li> <li>9. Releases the completed CS-129 or CS-1758.</li> <li>10. Receives the completed CS-129 or CS-1758 and enters the appropriate action to update employee record in HRMN.</li> </ol> |
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**B. Position Recodings.**

Responsibility	Action
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| Appointing Authority | <ol style="list-style-type: none"> <li>1. Submits to Civil Service the completed CS-1758.</li> </ol>  |
| Civil Service        | <ol style="list-style-type: none"> <li>2. Reviews the CS-1758 and enters the recoding in HRMN on the position records (PA02.1) within 5 workdays of receipt.</li> <li>3. Files worksheet and any supporting documents in the position file.</li> <li>4. Notifies appointing authority of completed action.</li> </ol> |

**CONTACT**

Questions on this regulation may be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone at 517-373-6695, or to [MCSC-OCSC@mi.gov](mailto:MCSC-OCSC@mi.gov).