

REGULATION

SPDOC No.: 07-14	Effective Date: October 7, 2007	Index Reference: Preauthorized Classification Actions	Regulation Number: 4.02
Issued By: Classifications and Selections	Rule Reference: Rules: 4-1 (Position Establishment & Classification) 4-2 (Position Classification Review) 4-4 (Position Abolishment)		Replaces: Reg. 4.02 (CS-6940, March 18, 2001) (SPDOC . 03-29, October 6, 2003)
Authority: Regulations are issued by the State Personnel Director under authority granted in the Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations are subordinate to the Commission Rules.			
Subject: PREAUTHORIZED POSITION CLASSIFICATION ACTIONS			

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1. PURPOSE

This regulation defines and establishes the standards and procedures governing the preauthorization of position classification actions and the abolishment of positions.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Note: This Section 2 reprints only selected Commission Rules for quick reference by the reader. Additional Rules (that are not reprinted below) may apply. The complete, current version of the Rules can be found at www.michigan.gov/mdcs.

Rule 4-1 Position Establishment and Classification

4-1.1 Requirement

All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.

4-1.2 Classification

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

4-1.3 Authority to Establish

The appointing authority may establish a position for reasons of administrative efficiency. An appointment cannot be made to a position until it has been established and classified.

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.*

(b) Reclassification. *Civil service staff may reclassify an employee if the employee's position has experienced gradual growth and accretion of higher level duties and responsibilities. The appointing authority must certify that the employee is satisfactorily performing the duties of the position.*

(c) Predetermined classification and classification levels. *An appointing authority may establish positions in predetermined classifications and classification levels in accordance with the regulations.*

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Rule 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.

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Rule 4-4 Position Abolishment

4-4.1 Authority to Abolish

The appointing authority may abolish a position for reasons of administrative efficiency, including, for example, lack of work, lack of adequate funding, change in agency mission, or reorganization of the work force.

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3. DEFINITIONS

A. Civil Service Commission Rule Definition

1. **Classification** means a group of positions whose assigned duties and responsibilities are sufficiently alike to warrant assigning the same classification title and requiring the same qualifications.
2. **Classification Level** means the placement of a classification within a series based on the duties and responsibilities of the position.
3. **Class Series** means a series of classifications with similar but progressively more responsible job duties.
4. **Position** means a classified job identified by its respective duties and responsibilities.
5. **Preauthorized** means the specific authorization granted to an appointing authority to process a transaction in accordance with civil service rules and regulations without prior civil service review.
6. **Reclassification** means an authorized classification action to change an employee's classification or grade based on the gradual growth and accretion of higher level duties.

B. Additional Definitions as used in this Regulation

1. **Preauthorized classification establishment** means approved Equitable Classification Plan (ECP) Group 1 or 2 worker classifications (position descriptions with an "E" designation) for which appointing authorities have submitted a composite position description and were granted Civil Service authorization to independently establish such positions without additional Civil Service review.
2. **Preauthorized reclassification actions** means the authorization granted by Civil Service for appointing authorities to independently reclassify either vacant or staffed positions up through the experienced level within the class series of a Group 1 or 2 worker class, without prior Civil Service review.

4. STANDARDS

A. Establishment and Reclassification.

1. Civil Service may approve preauthorization of a classification to an appointing authority.
2. Preauthorized position classification actions are subject to Civil Service audit review.
3. **Revocation.** Failure of an appointing authority to follow the standards set forth in this regulation may result in the revocation of the appointing authority's preauthorization privilege. If preauthorization is revoked, the appointing authority must submit a Position Action Request (CS-129) for

each classification action in accordance with regulation 4.01 [Position Classification Actions That Require Civil Service Review].

4. The appointing authority must maintain a signed Position Description (CS-214), either composite or position specific, on file for each preauthorized position classification action.
5. A preauthorized position classification action constitutes a certification by the appointing authority that the assigned duties and responsibilities are compatible with the preauthorized action taken.
6. The effective date of a preauthorized position classification action is assigned in accordance with regulation 4.04 [Effective Dates for Classification Actions]. The appointing authority is authorized to assign retroactive effective dates to individual preauthorized actions in compliance with regulation 4.04.

B. Reclassification.

1. Any ECP Group 1 or 2 classification with an "E" designation is preauthorized to the appointing authority to reclassify either vacant or staffed positions from the entry or beginning level to the intermediate and up through the experienced level within the class series, unless specific action is taken by Civil Service to terminate preauthorization.
2. The classification review of an occupied position up through the experienced level in a class can be typically conducted no more than once in any one-year period, in accordance with regulation 4.05 [Frequency of Review of Positions]. A reclassification before the one-year period may be executed by the appointing authority in accordance with regulation 4.05.
3. The reclassification of an occupied position up through the experienced level in a class series is not automatic. A standard reclassification progression is one classification level, after the equivalent of one year (2080 hours in level) of full time satisfactory service for employees classified at the entry/trainee levels through the experienced level. The appointing authority must certify that the employee (a) meets the minimum requirements for the higher classification level, (b) is satisfactorily performing the duties and responsibilities of the requested classification or classification level, and (c) has a current satisfactory probationary, annual, or follow-up performance rating. The appointing authority shall maintain a timely probationary or annual service/performance rating showing satisfactory employee performance as a prerequisite condition to execute a preauthorized reclassification of an occupied position. The appointing authority must also maintain the certifications in the agency's employee file, which is subject to audit review.
4. The reclassification of an occupied position between classification levels up through the experienced level should be timely processed after the equivalent of one year (2080 hours in level) of full time documented satisfactory performance and with assignment and performance of duties and responsibilities compatible with the higher classification level. The appointing authority must enter the necessary information in the Human Resources Management Network (HRMN) either by (1) indicating approval of the reclassification if the agency participates in centralized processing or (2)

directly handling all aspects of effectuating the reclassification with any necessary pay adjustments.

5. If, during the qualifying period, an employee is on an extended paid absence of more than two consecutive pay periods, the appointing authority may consider delaying the reclassification for a period equivalent to the length of the absence.
6. If, during the qualifying period, an employee is on an unpaid absence the reclassification will be delayed for a period equivalent to the length of the absence.
7. A vacant position in a class series may be reclassified downward for an appointment only after the appointing authority has verified that no names are on the agency recall list for all levels between the original and downgraded level. The appointing authority should refer to the collective bargaining agreement for any contractual obligations that may apply.
8. The official Civil Service date for the reclassification or appointment transaction is the controlling standard for establishing the effective date of any future reclassification.
9. Entry of preauthorized reclassification actions into HRMN serves as Civil Service's notice of the classification action, which is subject to audit review.
10. If the appointing authority does not reclassify a position to the next classification level up to the experienced level in the class series, the incumbent may submit a position description and a request for a position review in accordance with regulation 4.03 [Employee Generated Position Reviews].
11. An occupied, frozen position in any classification is not eligible for reclassification to any higher classification level in the class series (see standard E. of regulation 4.06 [Frozen Classifications and Positions]). The position remains frozen until vacated or the position duties and description are appropriate, and properly classified, for the classification and classification level.
12. A position cannot be reclassified if the position's assigned duties experience a substantial change where the primary function and purpose of the job changes, requiring a different base of knowledge, skills, and abilities. In these cases, a new position must be established and an appointment made in accordance with Civil Service rules and regulations governing selection.

C. Abolishing Positions.

1. The appointing authority may abolish positions as authorized by rule 4-4.1.
2. Civil Service inactivates positions in HRMN at the request of the appointing authority.
3. If the appointing authority has reason to believe that a position abolishment may impact the classification of other positions, written notice of the affected positions should be submitted to Civil Service for review.

5. PROCEDURES

A. Preauthorized Establishments.

Responsibility	Action
Appointing Authority	1. Submits a Position Description (CS-214) to Civil Service with a request and explanation of the need to add the classification to the <i>Preauthorized Classification Establishments Listing</i> .
Civil Service	2. Reviews the request for compliance with the standards. 3. If approved, adds the classification to the listing and notifies the appointing authority. If denied, notifies the appointing authority.
Appointing Authority	4. Establishes the position in conformance with previously identified standards.

B. Preauthorized Reclassifications.

Responsibility	Action
Appointing Authority	1. Receives a position description and a request from agency management to reclassify an employee's position up through the experienced level. 2. Reviews the request for compliance with the standards set forth in the Civil Service regulations. 3. If approved, enters information in HRMN. If the agency participates in centralized processing, indicates approval of the reclassification so that Civil Service can process the reclassification with any necessary pay adjustments. Otherwise, reclassifies the employee to the appropriate classification level. Maintains necessary documentation in the employee file.
Civil Service	4. For agencies participating in centralized processing, effectuates the reclassification in HRMN.

C. Abolishing Positions.

Responsibility	Action
Appointing Authority	1. Submits request to Civil Service identifying position code to be inactivated.
Civil Service	2. Processes abolishment in HRMN by inactivating the position code. 3. Informs the appointing authority of the abolishment.
Appointing Authority	4. Verifies the information in HRMN.

CONTACT

Questions regarding this regulation should be directed to Classifications and Selections, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3030 or 1-800-788-1766; or by e-mail to MDCS-BHRS@michigan.gov.