

Michigan Civil Service Commission

Regulation 4.05

Subject: Frequency of Review of Positions		
SPDOC No.: 16-06	Effective Date: January 1, 2017	Replaces: Reg. 4.05 (SPDOC 14-06, July 20, 2014)

1. Purpose

This regulation establishes the standards and procedures governing how often a position can be reviewed to ensure proper classification.

2. CSC Rule References

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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(b) Frequency of review. The classification of an occupied position may be reviewed once in any 12-month period, unless otherwise approved by the state personnel director. When a significant, substantial, or material change has occurred in the duties and responsibilities, civil service staff may require the appointing authority to establish a new position that is properly classified. The classification of a position or appointment of an employee to a position constitutes a position review for the purposes of this rule.

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3. Standards

- A. Civil Service staff typically may only review an occupied position once in any 12-month period (equivalent to full-time). If a significant, substantial, or material change has occurred since the last position review, a new position establishment may be required (see regulation 4.01, Position Classification Actions That Require Civil Service Review).
- B. The appointing authority typically may only review an occupied position in a preauthorized classification once in any 12-month period (equivalent to full-time).
- C. The appointing authority may request a classification review of a vacant position at any time before an appointment.
- D. The date of the last position review is when a vacant position was filled or when the last classification action was taken on an occupied position.

Note: When a classification action is appealed, the effective date of the original action giving rise to the appeal is the date of the last position review.

- E. An early reclassification is a request to review and reclassify a position before the 12-month period (equivalent to full time) has elapsed from the date of the last position action, or a reclassification of more than one level.
- F. An appointing authority may implement an early preauthorized reclassification before the 12-month period (equivalent to full-time) has elapsed if one of the following conditions is met:
 - 1. The employee is performing the higher level work in a bachelor-degreed classification and possesses a directly related master's degree, doctorate degree, or recognized occupational license that is not a part of the classification's minimum requirements and was not used to qualify the employee for appointment to the position. This may be substituted only once for the equivalent of 6 months of full-time experience for any individual employee and only after the employee has served the equivalent of 6 months full-time in the position.
 - 2. The employee is performing higher-level work and possesses a minimum of the equivalent of 12 full-time months in multiple positions in the same classification and there is directly related value that the employee brings from the prior position. The appointing authority may implement a reclassification effective date approval when the 12-month (equivalent to full-time) requirement is satisfied for the next level within the preauthorized class series. The appointing authority must retain documentation verifying the value and relatedness of the prior experience.
- G. Civil Service staff will consider requests for early reclassification in **classifications that require Civil Service review** (e.g., Departmental Trainee, advanced, lead worker, supervisory, managerial, specialist, administrative, or executive positions) if one of the following conditions is met:
 - 1. The employee is performing the higher level work in a bachelor-degreed classification and possesses a directly related master's degree, doctorate degree, or recognized occupational license that is not a part of the classification's minimum requirements and was not used to qualify the employee for appointment to the position. This may be substituted only once for the equivalent of 6 months of full-time experience for any employee and only after the employee has served the equivalent of 6 full-time months in the position.
 - 2. The employee is performing higher-level work and possesses a minimum of the equivalent of 12 full-time months in multiple positions in the same classification and there is directly related value that the employee brings from the prior position. The appointing authority must document the value and relatedness of the prior position experience on the Position Action Request (CS-129).

Note: For purposes of meeting the probationary period requirement as provided in regulation 2.06 employees reclassified early to a higher classification will have the time served in the position at the lower level credited toward completing the probationary period required for the appointment.

- H. The appointing authority may request Civil Service staff approval of an early reclassification if (1) there has been atypically rapid growth (over the course of the equivalent of 6-full-time months) in the assigned duties and responsibilities of the employee as documented on the position description and (2) the employee qualifies for the higher level. The employee must be performing the higher-level work and meet the requirements for the higher-level classification as determined by a credential review performed by Civil Service staff or as evidenced by the employee's name appearing in the higher-level applicant pool. All reclassification requests involving atypically rapid growth must be reviewed by Civil Service staff, including preauthorized reclassifications.
- I. An early reclassification can be implemented only once for an employee in a class series.
- J. Only appointing authorities can request early reclassifications. Early reclassifications requested pursuant to regulation 4.03 will not be honored.
- K. Retroactive effective dates as described in regulation 4.04 are not assigned to an early reclassification, except under regulation 4.04, § 3.A.

4. Procedures

A. Early Reclassifications for Position Actions Requiring Civil Service Review.

Responsibility	Action
Appointing Authority	1. Submits a Position Action Request (CS-129), Position Description (CS-214), and any other necessary documents for any early reclassifications requiring Civil Service review.
Civil Service	2. Reviews the request to determine if the position can be reclassified based on §§ 3.G and H. Documents the decision. 3. Enters the necessary approved position information in the Human Resources Management Network (HRMN) and releases the Position Action Request. 4. If disapproved, documents the reasons on the Position Action Request, releases it, and informs employee of the classification action and appeal rights.
Appointing Authority	5. Receives the Position Action Request and enters the employee information in HRMN.

B. Early Reclassifications on Preauthorized Positions by Appointing Authorities.

Responsibility	Action
Appointing Authority	<ol style="list-style-type: none"> 1. Reviews the request to determine if the position can be reviewed based on § 3.F. Documents the decision. 2. Enters the necessary employee information into HRMN as authorized in regulation 4.02, § 4.B.4. If the agency participates in centralized processing, adjusts Hours in Grade plan (with a comment) so the employee will display correctly on the ZR100 report. Also indicates approval of the reclassification in HRMN (RECLASSIFY user field.)
Civil Service	<ol style="list-style-type: none"> 3. For agencies participating in centralized processing, effectuate reclassification in HRMN.

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.