

REGULATION

SPDOC No.: CS-694003-23	Effective Date: March 18, 2001	Index Reference: Classification, Reorganization, Position	Regulation Number: 4.07
Issuing Bureau: Human Resource Services	Rule Reference: Rules: 1-3 (Regulations and Advisories) 4-1 (Position Establishment and Classification) 4-2 (Position Classification Review)		Replaces: Reg. 4.18 4.07 (CS-6897 CS-6940 , April 25, 1999 March 18, 2001)
Subject: AGENCY REORGANIZATIONS <u>AND POSITION RECODINGS</u>			

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1. PURPOSE

This regulation outlines the standards and procedures that an appointing authority must use to notify the Department of Civil Service of a planned reorganization or position recoding within an agency. This regulation does not direct appointing authorities on how to organize. Article 11, section 5, of the Michigan Constitution and rule 6-4, delegates the exclusive authority to organize to the appointing authorities. This regulation provides a mechanism by which a reorganization can be reviewed for classification purposes before the implementation.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Rule 1-3 Regulations and Advisories

The state personnel director is authorized to issue regulations and advisories that the director deems to be necessary or useful. A regulation issued by the state personnel director is binding unless the commission finds that the regulation violates a rule. An advisory does not have the force and effect of law and is not binding. The state personnel director shall make all regulations and advisories available to employees through their personnel offices and the internet.

Rule 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 commission shall authorize an official classification plan for all positions in the classified service. The department of civil service 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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Rule 4-2 Position Classification Review

The department of civil service 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 the department of civil service 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 department of civil service 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 department of civil service.*

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(d) Preauthorized review. *An appointing authority may reclassify a position in accordance with regulations governing preauthorized positions.*

3. STANDARDS

A. Agency Reorganizations.

~~A1.~~ Executive Directive ~~2000-12003-3~~ requires the review and approval of reorganization proposals at the division level or above by the ~~director of the Department of Management and State Budget (DMB) Director and the Counsel for Executive Branch Reorganizations~~ before implementation. Changes below the division level must be reported to the State Budget Director before implementation. The Department of Civil Service does not release any classification actions without ~~a~~ written verification of that review the appropriate documentation has been submitted to and (if required) approved by the State Budget Director in accordance with the Executive Directive.

~~B2.~~ The appointing authority must notify the Department of Civil Service of the proposed reorganization before implementation. A meeting may be set to discuss the proposed reorganization. The appointing authority must submit the necessary documents to the Department of Civil Service for review to determine the impact of the reorganization. These documents may include the following:

a. The current organizational charts.

b. The proposed organizational charts for the reorganization.

c. The Position Description forms (CS-214) for the affected positions in the proposed organizational structure.

~~C.~~ The appointing authority's representative and staff in the Department of Civil Service together determine the plan necessary for the reorganization, based on, but not limited to, the following:

1. The size and complexity of the reorganization.

2. The information and documents necessary to review the reorganization.

3. The impact, or potential impact, on the classification of the positions.

4. The potential number of positions and employees that may be impacted, resulting in either new position establishments or reclassification of existing positions.

~~D.~~ The appointing authority must then submit the necessary documents to the Department of Civil Service for review to determine the impact of the reorganization. These documents may include the following:

1. The current organizational charts.

2. The proposed organizational charts for the reorganization.

- ~~3. The proposed Position Description form (CS-214) for the affected positions in the proposed organizational structure.~~
- ~~E3.~~ The Department of Civil Service ~~reviews the supplied documents and will~~ determines the appropriate classification actions ~~and~~ ~~The Department of Civil Service notifies~~ notify the agency of: ~~the classification decisions, based on the following determinations:~~
- ~~4a.~~ The appropriate classification of ~~the~~ affected positions.
- ~~2b.~~ The positions that can be recoded.
- ~~3c.~~ The positions that need to be established or reclassified in accordance with regulation 4.01 [Establishment and Reclassification Actions That Require Civil Service Review].
- ~~F4.~~ The appointing authority must submit ~~the DMB State~~ the State Budget Office letter of approval, Position Action Request forms (CS-129), Position Recoding Worksheets (CS-1758), the final position descriptions and the final organizational charts to the Department of Civil Service to implement the reorganization.

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 whenever a change occurs to reflect the new organizational placement and reporting relationship.~~
- ~~b. The appointing authority must complete and submit a position recoding worksheet (CS-1758) to the Department of Civil Service when the following occurs:~~
- ~~(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 the Department of 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. If the intent is to separate existing many-to-one positions, transactions must be made in accordance with Civil Service 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. The Department of Civil Service will determine if there is any impact on the classification of positions as the result of a change in reporting relationship. Any necessary classification actions will be discussed with the appointing authority.
- 5. The Department of Civil Service will enter changes in the Human Resources Management Network (HRMN), to the position record (PA02.1) which will automatically change the employee record (HR11).

4. PROCEDURES

A. Agency Reorganizations.

Responsibility	Action
Appointing Authority	1. Submits to the Department of Civil Service the necessary documents described in this regulation to review the proposed reorganization. Requests a meeting, if necessary.
Department of 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 the Department of Civil Service review.
Appointing Authority	4. Submits to the Department of Civil Service the necessary documents to implement the reorganization, such as the DMB approval letter, Position Action Request forms, Position Recoding Worksheets CS-1758 , Position Description CS-214 forms, organizational charts, and the appropriate rating system worksheets.
Department of Civil Service	5. Reviews the requested establishment, reclassification, or recoding of the positions, based on the previous review of the proposed reorganization.

Responsibility	Action
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| <p>Department of Civil Service</p> <p>Appointing Authority</p> | <p>6. If approved or modified, reclassifies the positions to the appropriate classifications with the necessary documentation on the Position Action Request forms. Based on analysis of the requested establishment, reclassification, and recoding requests, approves appropriate classification and recoding actions and documents approvals on the <u>Position Action Request CS-129</u> and/or <u>Position Recoding Worksheet CS-1758</u>.</p> <p>7. Enters the necessary position information in the Human Resources Management Network (HRMN).</p> <p>8. If the establishment, reclassification, or recoding requests are disapproved, documents the reasons on the <u>CS-129 Position Action Request forms or Position Recoding Worksheet CS-1758</u>.</p> <p>9. Releases the <u>Position Action Request completed position</u> forms.</p> <p>10. Receives the completed <u>Position Action Request position CS-129</u> forms and enters the <u>approved employee information in the appropriate action to update employee record in HRMN.</u></p> <p>11. Informs either agency management or the employees of the classification action and any appeal rights.</p> |
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B. Position Recodings.

<u>Responsibility</u>	<u>Action</u>
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| <p><u>Appointing Authority</u></p> | <p>1. <u>Submits to the Department of Civil Service the completed <u>Position Recoding Worksheet (CS-1758)</u>.</u></p> |
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<u>Responsibility (continued)</u>	<u>Action (continued)</u>
<u>Department of Civil Service</u>	<ol style="list-style-type: none"><li data-bbox="834 302 1443 457">2. <u>Reviews the CS-1758 and enters the recoding in HRMN on the position records (PA02.1) within 5 workdays of receipt.</u><li data-bbox="834 457 1443 541">3. <u>Files worksheet and any supporting documents in the position file.</u><li data-bbox="834 541 1443 621">4. <u>Notifies Appointing Authority of completed action.</u>

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3048 or 1-800-788-1766; or by e-mail to MDCS-BHRS@michigan.gov.

NOTE: Regulations are issued by the State Personnel Director, under authority granted in the *State of Michigan Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.