ARTICLE 33
POSITION DESCRIPTIONS AND CLASS SPECIFICATIONS

Section A. Position Descriptions.

The duties, tasks, activities, and responsibilities of a position shall be those assigned by the Employer. All or substantially all of such duties shall be reduced to writing and reported on a position description form by the Employer. The position description form shall be regarded as the official position description for the position. As a convenience to the Employer, composite position descriptions may be similarly established by the Employer. All newly hired and promoted employees shall be given a copy of their position description.

Except as may be specifically indicated to the contrary on the employee's official position description, or as otherwise provided in this Agreement, such position description shall not be interpreted to diminish or abridge, in any way, the Employer's right to assign an employee to different work sites and different work locations, including non-State work locations, or to perform assigned duties under the direction and supervision of authorities other than the employee's own Appointing Authority.

Upon individual employee request, the Employer will provide an employee one (1) copy of the employee's official position description. When the Employer has made changes in an employee's position which are not reflected in the position description, the employee may complete a new position description.

In any dispute between the Employer and an employee regarding the employee's appropriate classification, and upon individual employee request, the Employer will provide an employee with a copy of the Civil Service Class

Specification for the classification and the level to which the employee's position is allocated at the time of such individual request. Resolution to any continuing dispute shall be subject exclusively to the procedures provided in the Civil Service Rules and Regulations.

Section B. Class Specifications.

In the event that any new or revised class specification is developed as a direct and necessary result of a newly established qualification requirement which may prevent employees from continuing in their present positions, the Employer will meet with the Union to discuss and review the impact of such requirement. Such conference shall be conducted in accordance with Article 19 of this Agreement, Labor/Management meetings.

In the event a new degree or advanced educational requirement is added as a required classification specification, the employing Department shall recommend that all employees in the classification shall be grandparented into the classification without prejudice.

Employees who voluntarily transfer out of the affected classification or approved class cluster, if the affected class is in such an approved cluster, shall not be eligible for re-employment in the class unless they return as a result of bumping action. Employees who leave through layoff, bumping, or reassignment shall have return rights to the grandparented classification.

Section C. Journeyman Certification.

The Employer agrees to accept, and to place in the individual employee's Agency personnel file, a certification(s) from the U.S. Department of Labor, Bureau of Apprenticeship and Training, or any other certifications that the individual employee has satisfactorily completed all the requirements of such federal agency for an apprenticeship training course or program.

Section D. Special Pay Application.

Upon appointment to a different classification series where the employee does not meet the experience requirements for the journey (experienced) level, the employee's rate of pay shall be maintained at the previous rate until the employee becomes eligible for the experienced level of the new classification series, provided the previous rate of pay does not exceed the maximum of the new experienced level class. In such case the employee shall be paid at the maximum of the new experienced level class.