

Michigan Civil Service Commission

Glossary of Classification and Selection Terminology

Ability-Sufficient mental or physical strength, energy, dexterity, or other attributes and resources to perform job responsibilities and duties.

Administrative Assistant-Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Administrative Support-Work where the principal duties and responsibilities involve office support work in such areas as answering telephones, customer and staff support, word processing, data production, database and file maintenance, performing calculations, and secretarial office coordination.

Administrator/Administrative Official-A position responsible for directing a division or an office.

Advisory-A written statement issued by the Civil Service Commission, State Personnel Director, or other Civil Service staff to provide direction, clarification, or other necessary or useful information.

Agency-an organizational subdivision of the State of Michigan for which a separate Appointing Authority has been designated, including, but not limited to, a principal department, autonomous entity, agency of convenience, board, or commission.

Agency of Convenience-A subdivision within a principal department for which a separate Appointing Authority has been assigned.

Temporary agency-An autonomous commission or agency of the state of Michigan with a life of not more than 2 years, created under Article 5, Section 4 of the Constitution.

Alternate Education and Experience-The official recognition of an alternate configuration of education and/or experience which provides the knowledge, skills, and abilities necessary to successfully perform the duties of the classification, and is listed on the Job Specification under the heading "Alternate Education and Experience." (See Definition of Equivalent Combination of Education and Experience).

Applicant-A person who requests to participate in an appraisal process.

State Employee Applicant-Any of the following individuals are considered state employees for written, electronic, and other appraisal methods: (a) those presently employed on a career or non-career basis, (b) employees on layoff from a classified position, (c) employees on a leave of absence whose rights to return to active employment are guaranteed, (d) individuals currently in the disability retirement program or Return to Work Program, (e) individuals appointed to executive branch unclassified positions, (f) employees and members of the state legislature and judiciary, and (g) special personal services employees.

Applicant Pool-A group of applicants whom Civil Service staff has determined to be qualified.

Agency Created Applicant Pool-A group of applicants who have been recruited by an Agency using appropriate methods to ensure equal employment opportunity.

Appointing Authority-Means each of the following: (a) A single executive heading a principal department or autonomous agency, (b) A chief executive officer of a principal department or autonomous agency headed by

a board or commission, (c) the State Personnel Director, or (d) A person designated by any of the preceding as responsible for administering the personnel functions of the department, autonomous entity, or other agency.

Appointment-An authorized act of an Appointing Authority employing a properly qualified person in a specific position in the classified service.

Career Appointment-An appointment to a classified position that is expected to last the equivalent of 90 full-time workdays or more. A career appointment may be an indefinite appointment or a limited-term appointment.

Emergency Appointment-An appointment based upon a short-term, urgent need. An employee in an emergency appointment is not entitled to (1) sick or annual leave accruals, (2) holiday pay, (3) enrollment in state-sponsored insurance plans, (4) service credit for any purpose, (5) continued employment, (6) status, or (7) employment preference rights.

Indefinite Appointment-A career appointment with no fixed ending date at the time of appointment.

Intermittent Appointment-A career appointment with hours varying each pay period based on workload.

Limited-Term Appointment-A career appointment that has a fixed ending date at the time of appointment.

Noncareer Appointment-An appointment to a classified position that is expected to last less than the equivalent of 90 full-time workdays in a calendar year. An employee in a noncareer appointment is not entitled to (1) sick or annual leave accruals, (2) holiday pay, (3) enrollment in state-sponsored insurance plans, (4) service credit for any purpose, (5) continued employment, (6) status, or (7) employment preference rights.

Part-Time Appointment-A career appointment with less than 80 hours a pay period.

Seasonal Appointment-A career appointment in which work is limited to a fixed part of the year.

Student Appointment-An appointment to a designated student classification as authorized in Civil Service Rule 2-1.2. An employee in a student appointment is not entitled to (1) sick or annual leave accruals, (2) holiday pay, (3) enrollment in state-sponsored insurance plans, (4) service credit for any purpose, (5) continued employment, (6) status, or (7) employment preference rights.

Appraisal Method-A technique used to evaluate job-related knowledge, skills, abilities, competencies, and other qualifications to determine eligibility for a position in the classified service.

Autonomous Entity-An executive branch organization or function established by law within a principal department, but specifically directed by law to be a separate independent unit, with the intent that its authority, powers, duties, and responsibilities, including personnel, budgeting, procurement, and management-related functions be exercised free from the direction and supervision of the principal department.

Bumping-The process by which an employee displaces another, or is placed in a vacant position, through application of employment preference.

Bureau-An organizational entity that has responsibility for a major portion of a department's mission and is typically comprised of more than one division. A bureau director reports directly to the director, chief deputy, or a deputy director of a state department or agency.

Business and Administrative-Work performed in such areas as finance, marketing, personnel, data and information processing, research and analysis, general management or any field related to administrative, commercial, or business functions.

Candidate-A qualified person who requested to be considered for appointment to a specific position in the classified service and who was considered by the Appointing Authority.

Candidate Pool-Qualified persons considered for a position.

Certification Code-Alpha-numeric characters in HRMN representing Veterans' Preference designation and tested classifications utilized by Civil Service to maintain applicant pools; used for making appointments.

Class Cluster-Two or more classifications identified by the State Personnel Director as having substantially equivalent qualifications for the purposes of implementing a job change, layoff, or recall.

Classification-A group of positions whose assigned duties and responsibilities are sufficiently alike to warrant assigning the same classification title and requiring the same qualifications.

Classification Level-The placement of a classification within a series based on the duties and responsibilities of the position.

Classification Plan-The official structure of the State of Michigan's classified personnel system that is based on evaluation and categorization of jobs according to the nature of the work performed. The plan includes Job Specifications; the classification system glossary; job evaluation factors; and policies, procedures, regulations, and other official publications used to administer the system.

Classification Series-A series of classifications with similar but progressively more responsible job duties. Some of the more common classification concepts describing different levels of responsibility include:

Beginning, Entry, or Trainee Level-The level at which a classification series begins. Some beginning/entry/trainee level classes may require experience. (See Definition for Trainee Level.)

Intermediate Level-The level that is one level below the experienced level and requires directly related experience or education. The employee works in a developing capacity with increased responsibility for performing a range of work assignments appropriate to the classification. Limited range positions may be recognized at the intermediate level. (See Definition of Limited Range Position).

Experienced Level-The level at which the employee independently performs a full range of work assignments appropriate to the classification in a full-functioning capacity. The experienced level is indicated by the letter "E" for Group One classifications and "P" for Group Two classifications.

Advanced Level-The level immediately above the experienced level in a classification series which requires an advanced level of knowledge, skill, and/or ability in order to perform the major function of the job. Advanced-level concepts include the following: senior, management assistant, administrative assistant, lead worker, and crew leader.

Classification Study-The systematic review of all or a large sample of positions in a specific classification to determine if the classification concept; job duties; knowledge, skills, and abilities; and minimum qualifications are current.

Classified Service-The classified state civil service shall consist of all positions in the state service except: (1) those filled by popular election; (2) heads of principal departments; (3) members of boards and commissions; (4) the principal executive officer of boards and commissions heading principal departments, (5) employees of courts of record; (6) employees of the legislature; (7) employees of the state institutions of higher education; (8) all persons in the armed forces of the state; (9) eight exempt positions in the office of the governor, and within each principal department, when requested by the department head, two other exempt positions, one of which shall be policy-making; and (10) The Civil Service Commission may exempt three additional positions of a policy-making nature within each principal department.

Commission in an Agency/Department-An organizational entity that is created by the Michigan Constitution, state statute, or Executive Order, where the appointed/elected members have collective responsibility for a mission within the overall mission of a state department or agency, or has collective responsibility for the overall mission of a state department/agency.

Competency-The ability, skill, knowledge, and motivation needed for success on the job.

Consultant Classifications-Professional classifications in which positions have as their predominant and essential function the responsibility to utilize advanced knowledge and expertise to advise program administrators regarding services or programs that are not directly administered by the state. Consultants may advise program administrators regarding standards or requirements for licensure or funding for entities such as hospitals and day care centers that are regulated by the state, or may prescribe methods to implement or improve programs or services, such as curriculum standards for a school district. Possession of a master's or doctorate degree and post-advanced degree experience in the profession is normally required. Such classifications are identified by the word "consultant" in the classification title.

Continuing Status-Status achieved during the current continuous period of employment in the classified service.

Conversion-Conversion means a change of positions from one classification to another when a classification is abolished, a new classification is created, or a position is moved into or out of a performance pay program as authorized by Civil Service.

Core Position Codes-The first several characters of the Position Code identifying the classification and concept within the Job Code, i.e., FINCALTE for Financial Analyst-E.

Credential Review-The process of reviewing an individual applicant's resume/application (education, experience, knowledge, skills, abilities, licensure, certification, or registration) to determine whether or not the minimum qualifications are possessed for a specific classification.

Demotion-An authorized movement of an employee with status from a position in one classification level to a lower classification level.

Deputy-A position that is organizationally placed directly below the department, bureau, or division director. Employees in these positions are responsible for assisting in the overall administration of the department, bureau, or division.

Desk Audit-See "On-Site Position Review."

Division-An organizational entity which has responsibility for a major portion of a bureau mission and reports directly to a director or deputy director of a bureau. A division is typically made up of one or more professional sections.

Educational Requirement-The type and amount of education required in order to meet the minimum education qualifications for a classification. The requirements are listed under the "Education and Experience" section of the Job Specification.

Effective Date-The official date consistent with the beginning date of a pay period administratively assigned to a classification action as established by Civil Service Commission rules and regulations.

Employee-A classified employee of the state of Michigan over which the Civil Service Commission has jurisdiction under the Constitution.

Employment Preference-A process for determining an employee's rights when a reduction in force occurs.

Engineering and Scientific-Work performed in such areas as the physical and biological sciences, engineering, or architecture.

Equitable Classification Plan (ECP)-A plan for evaluating and classifying state jobs so they can be compared equitably with other jobs where the requirements, work effort, responsibility, and work conditions are similar. The plan is divided into four groupings, as follows:

Group One-Nonsupervisory classifications that typically require less than a bachelor's degree for entry. Employees in these positions typically provide technical, office, paraprofessional, and other services that do not require a four-year degree.

Group Two-Non-supervisory classifications that typically require a bachelor's degree or higher, or an equivalent combination of education and experience, for entry.

Group Three- Managerial and supervisory classifications that typically direct programs within a state agency and play an integral role in the management and supervision of state services. These positions are typically section heads, unit heads, and other positions that are organizationally or functionally equivalent.

Group Four-The second highest tier of classified management positions that administer programs within a state agency. These positions are typically division directors, office directors, bureau directors, their deputies, and other positions that are organizationally or functionally equivalent.

Senior Executive Service (SES)-A service consisting of the highest-level classified positions in which incumbents typically: (1) report directly to state department directors or chief deputy department directors or boards and commissions heading principal departments, (2) formulate and implement major policy, or (3) influence major programs and policies relating to the critical mission of each state department. Each term of appointment to the senior executive service shall not exceed two years.

Equivalent Combination of Education and Experience-A statement that appears on some Job Specifications to allow for an individual evaluation of credentials in cases where the applicant does not possess the stated education, experience, or Alternative Education and Experience, but possesses similar and/or equal qualifications, in relation to the specific knowledge, skill, and ability requirements for the classification and the position in question. It is the applicant's responsibility to show that the unique education and/or experience provide the required knowledge, skills, and abilities to be accepted by Civil Service staff.

Essential Job Functions-The content, nature, or functions of a job which are fundamental to its existence and not marginal. Essential job functions are identified by the employer on a position-specific basis, if necessary, and identified in the position description or other document. They may be based on the frequency of a task performed, the consequences of not requiring that a task be performed, or other critical factors. Essential functions are those that an individual who holds the position must be able to perform with or without reasonable accommodation. Reference the Americans with Disabilities Act.

Establishment-The creation of a new position by an Appointing Authority by defining its duties, responsibilities, and other relevant components. The Civil Service Commission shall classify every position established in accordance with the official classification plan.

Examination-An appraisal method.

Executive-A position responsible for directing or assisting in directing the overall activities of a department, autonomous agency, major office, deputy bureau, bureau, or equivalent.

Executive Direction-The type of supervision received from a position that is designated and allocated as a major office, deputy bureau, bureau, and higher-level director for evaluation on the Professional Managerial Position Evaluation System (PMPES) or Professional Specialist Position Evaluation System (PSPES).

Experience Requirement-The type and amount of prior work experience (either paid or volunteer) required in order to meet the minimum qualifications for a classification that is described on the Job Specification.

Freeze-The action that is placed on a classification or position that is no longer properly classified.

Frequency of Review-A time limitation that Civil Service imposes to maintain an efficient and orderly system of position review.

Frozen-A classification or a position to which an Appointing Authority is prohibited from making an appointment without prior review and approval of Civil Service staff. There are two types:

Frozen Classifications-Classes that have been determined to be obsolete, e.g., Griffen Hagen System classes, Benchmark System classes, and selected Equitable Classification Plan classes that have been deemed no longer viable. All positions in such classes are frozen. A freeze action is designated by a "Y" in the Human Resources Management Network (HRMN) Frozen User field on the PA02.1 and addition of "FZN" to the position description.

Frozen Positions-Freeze actions on individual positions used to identify employees in specific positions with duties and responsibilities that are no longer proper for the current classification. The freeze prevents the Appointing Authority from refilling the position until it has been reviewed and the proper classification has been determined. A freeze action is designated by a "Y" in the HRMN Frozen User field on the PA02.1 and addition of "FZN" to the position description.

Grade- A HRMN term that represents the classification level.

Guideline-A written statement or policy statement that may be issued by any organizational entity for the purpose of providing future direction, clarification, or other necessary or useful information or direction as it relates to the particular work activity and process affected.

Hire-The initial appointment to the state classified service authorized by Civil Service staff.

HRMN (Human Resources Management Network)-The integrated network delivering payroll, personnel, and employee benefits functionality and data exchange among agencies and third parties.

Human Services-Work performed in such areas as counseling, education, rehabilitation, nursing, or other assistance for the socially, economically, physically, and/or mentally disadvantaged.

Incumbent-The employee occupying a position.

Job Analysis-The systematic process of collecting data and making certain judgments regarding the knowledge, skills, and abilities, and other worker characteristics essential for successful performance of job duties.

Job Change-An authorized movement of an employee from one position to another. Job change includes, for example, demotion, lateral job change, promotion, reclassification, and reduction-in-force.

Job Code-A HRMN term that represents the Classification Series.

Job Duties-Statements located on Job Specifications describing duties, responsibilities, and tasks which are typically assigned to employees in the classification. Job duties are generally listed in the order of importance

and frequency of occurrence, based on job analysis conducted by Civil Service staff; i.e., the job duties appearing at the beginning of the list are most typical of and most important to the majority of jobs in the classification. It is not necessary that any one position in any given classification have all listed job duties assigned or performed in order to be properly classified. The statements are examples only and may not encompass every task assigned to every employee.

Job Specification-A document describing the duties, responsibilities, and qualification requirements of a group of positions. The specification establishes a title and level to be used for all positions in the classification; defines the principal characteristics of the work; provides examples of duties; lists the knowledge, skills, and abilities required to perform the work; and states the minimum qualifications for appointment to positions in the classification including any necessary special requirements or licenses.

Job Title-A HRMN term that represents classification series.

Judgment-The responsibility to make decisions and/or take actions of increasing complexity, importance, and consequence in order to carry out work assignments. The degree of judgment exercised is affected by the type and amount of direction or guidelines typically available to employees in the classification.

Knowledge-An organized body of factual or procedural information necessary to function in a position, including consideration of the amount, breadth (various types required), and depth (extent of both comprehensive and detailed understanding of a specific subject) needed. Knowledge may be the combined result of formal education, experience, and training. The various levels of knowledge distinguish between what is typically expected at various levels within a classification series and/or between classifications. However, it is not expected that any one incumbent must possess all knowledge listed on the specification in order to be reclassified from one level to another. The range of knowledge to be expected would include a substantial range of knowledge and necessarily depends on the scope of responsibility and duties of the individual position.

Some knowledge-Implies familiarity with the beginning or intermediate level principles and terminology peculiar to a particular occupation or career field.

Considerable knowledge-Implies sufficient knowledge of a particular occupation to enable the employee to work effectively, with considerable independence in normal work situations. This level of knowledge is usually required at the experienced level in the occupation.

Thorough knowledge-Implies an advanced knowledge of the subject matter of an occupation, such as to permit solution of unusual and complex work problems as well as advising others on technical questions.

Extensive knowledge-Implies an unusually broad and specialized mastery of the knowledge associated with an occupation.

Lateral Job Change-The authorized movement of an employee to a different position (1) in the same classification or (2) in a different classification at the same classification level.

Lead Worker/Crew Leader-Employees that have responsibility to assign, coordinate, review, and train other classified employees allocated at the experienced and lower levels in the classification series. The employees lack the formal authority to enforce directives or select, evaluate, or discipline employees. The employees typically participate in the work of the unit or crew. The lead worker and crew leader positions may be established or an employee may be reclassified to the lead worker or crew leader level when the responsibility for overseeing the work of two or more filled positions is assigned.

Leave of Absence With Pay-An approved absence without use of annual or sick leave credits during which the employee continues to receive compensation, fringe benefits, and service credits.

Leave of Absence Without Pay-An approved absence without use of annual or sick leave credits during which the employee does not receive compensation, fringe benefits, or service credits.

Limited Range Position-Positions that do not have the most important duties and responsibilities normally found and described at the experienced level in the series. This normally results in the position being allocated one level lower than the experienced level.

Location Code-The code that represents a place where an employee works. A location can represent a city, building, floor of a building, and so on.

Management Assistant-A secretarial position that performs a range of advanced-level activities in support of professional(s) or management staff, in support of the ongoing operation of the office. Such positions have advanced-level responsibility in such areas as interpreting policies, procedures, or laws; representing the supervisor's point of view; serving as liaison to staff and management; and searching and preparing materials for managerial decisions. Other responsibilities may include reviewing and summarizing legislation or other significant documents or information; recommending actions to be taken on budget expenditures, equipment, and supply needs; or other management support activities.

Manager-A professional supervisory position of less than division-level status, responsible for the supervision of at least one full-time filled professional or equivalent subordinate position or two or more full-time filled nonprofessional subordinate positions as allocated on the Job Specification. Levels of responsibility within a managerial or supervisory classification series are described as either "line" or "level" of supervision. Line supervision denotes organizational placement. For example, second-line supervisors/managers have first-line supervisors/managers reporting to them. Level of supervision denotes the relative placement of the classification within the series. For example, in Group 3 the professional 14 level includes first-line complex and second-line standard managerial positions. This is typically the second level in the series. Level and line references within a series do not necessarily mean the same thing. (See "Supervision.")

Mission-A formal summary of the purpose and goals of an agency. The Civil Service Commission's mission is, "to provide innovative, effective, and timely HR consultation and services to attract, develop, and retain a diverse, flexible, and creative workforce that can meet state government's ever-changing needs".

Moved Employee-A career employee whose classified position has been moved from a home agency to the authority of a temporary agency solely as a result of either (1) the creation of a temporary agency or (2) an executive order under Article 5, Section 2 of the Constitution, moving functions or personnel to a temporary agency.

Noncareer Classification-A classification where the incumbent is appointed to a limited-term position and employed on a noncareer basis, only. Refer to the Michigan Civil Service Commission Rules, Section 2-1.2, on "Noncareer Appointment" and Section 5-2, on "Hours of Service," for additional information regarding career and noncareer employment.

Noncreditable Time-Means each of the following: (a) Time preceding a separation, dismissal, retirement, or other break in service from state employment, unless expressly defined as creditable time; (b) Time on an unpaid leave of absence, including, for example, medical leave or educational leave; (c) Time on an unpaid suspension; (d) Overtime in excess of 80 hours in a biweekly pay period; (e) Time in a noncareer appointment; (f) Military service time that is creditable for retirement only; (g) Lost time; and (h) Time in layoff status.

Nonprofessional Classification-Classifications in which the predominant and essential function of the work does not require post-secondary education.

Office: Major-An organizational entity directed by a professional position (in Group Four), with a staff of professionals responsible for a specific mission and reporting directly to a department director or deputy director. It is a division entity that has the same organizational placement and reporting relationship as a bureau and is distinguished from a standard office organizational entity by size (minimum of 100 subordinates with at least 50 classified as professional), and by the scope and complexity of the office mission relative to the department's overall mission.

Office: Standard-An organizational entity directed by a professional position (in Group Four), with a staff of professionals responsible for a specific mission and reporting directly to a department director or deputy director. An office is essentially a division entity that has the same organizational placement and reporting relationship as a bureau, with responsibility for a program that is not typically one of the major programs within the overall mission of the agency.

On-Site Position Review-A review conducted by Civil Service staff that includes the employee and the supervisor of their position, in order to gain a more complete and comprehensive understanding of the duties and responsibilities assigned. (Commonly referred to as a "Desk-audit.")

Overall Assistant- A position having direct-line authority and responsibility over an organizational entity and which normally functions as the supervisor, manager, administrator, or executive in that individual's absence. Typically, it is allocated one level below the supervisor, manager, administrator, or executive and the concept is included in the Job Specification, e.g., State Administrative Manager 16, Food Services Supervisor.

P-Rate Compensation-A special pay premium that is assigned to eligible positions, in addition to the classification's regular compensation, to compensate for hazardous working conditions.

Paraprofessional Classifications-Classifications in which the predominant and essential function of the work requires the application of knowledge and skills typically acquired through the completion of an associate's degree (or two years of college).

Party: Technical Classification Review-In a technical classification review, means any of the following: (1) An employee whose classification is directly affected by a technical classification decision; (2) The Appointing Authority of an employee in (1); or, (3) Any other interested person with a demonstrable special interest in the technical classification decision that is granted permission to participate in the review.

Party: Technical Qualification Review-In a technical qualification review, means any of the following: (1) A person whose qualifications and fitness for a position in the classified service is directly affected by a technical qualification decision; (2) An Appointing Authority that requested a technical qualification decision; or, (3) Any other interested person with a demonstrable special interest in the technical qualification decision that is granted permission to participate in the review.

Passing Point-The minimum number of questions answered correctly to pass a specific section of the examination or the entire examination.

Pattern Position-A position that requires the possession of specific education, experience, skills, and knowledge that can only be gained through on-the-job-training at the lower levels of the classification series. A pattern position is specifically identified at the time of establishment, reclassified in a predetermined pattern and when vacant filled at the lowest level in the approved pattern.

Physical Requirements-Activities associated with performing some of the job duties, such as lifting over 50 pounds, climbing, standing, extended driving, etc. that are listed on the Job Specification.

Position-A classified job identified by its respective duties and responsibilities.

Position Description-The official form used to describe a position's duties and responsibilities, suggested qualifications, and other pertinent information. The form is jointly completed by the incumbent, the supervisor of the position, and the Appointing Authority.

Position Recoding-The change of a supervisor, process level, and/or department code for a position. The position's duties and responsibilities are essentially unchanged.

Position Review-The process of reviewing the duties and responsibilities of a position to determine the proper classification. The position review may be conducted by the Appointing Authority for preauthorized classifications or by Civil Service staff for all classifications, both with a frequency determined by Civil Service Commission rules and regulations.

Position Title-A HRMN term that represents classification.

Preauthorizable Classifications-Entry/Trainee through experienced level classifications that can be preauthorized to the agency for allocation purposes upon approval from Civil Service staff.

Preauthorized-The specific authorization granted to an Appointing Authority to process a transaction in accordance with Civil Service Commission rules and regulations without prior Civil Service staff review.

Preauthorized Classification Actions-The authorization granted by Civil Service for Appointing Authorities to establish and reclassify positions in predetermined classes and levels in accordance with standards and procedures published by the Civil Service Commission. Many classification series are preauthorized at the entry or beginning level through the experienced level. Employees in a preauthorized series may be reclassified to the next level when they meet the education, experience, and other necessary special requirements, and their job performance at the higher level is satisfactory.

Preauthorized Lateral Job Change List-A compilation of current classifications showing, for each classification, a listing of all the classifications at the same classification level to which lateral job change between Departments or lateral job change within a Department may occur without prior review of qualifications by Civil Service staff.

Principal Department-One of not more than twenty (20) Executive Branch departments provided for by Article V, Section 2 of the Constitution.

Probationary Period-A working test period that every person appointed to a new classification must satisfactorily complete as a condition of continued employment.

Process Level-A HRMN term that represents principal department, autonomous entity, or agency of convenience.

Professional Classification-Classifications in which the predominant and essential function of the work requires the application of theories, concepts, principles, and methodologies typically acquired through completion of a bachelor's or post-bachelor's degree program. Professional work requires the consistent exercise of discretion in order to research, analyze, interpret, develop, and apply various criteria to non-routine and non-mechanical processes.

Professional Experience-Work experience gained in a professional occupation or classification subsequent to receiving a bachelor's degree (or the Civil Service determined equivalent).

Professional Equivalent- Nonprofessional classifications allocated at the 11-level and above in the Equitable Classification Plan Groups One and Three for the identification of supervisory authority and subordinate staff

composition to determine the type and level of supervision for classification purposes of the Professional Managerial Evaluation System (PMPES). The professional equivalent definition is exclusive to the PMPES and is not used for any other classification or selection purpose.

Professional Managerial Position Evaluation System (PMPES)-An evaluation system designed to determine the appropriate level for most professional managerial positions in Group Three of the Equitable Classification Plan. This system evaluates positions with less than division-level status that supervise at least one professional or equivalent subordinate position or two or more nonprofessional subordinate positions. Positions in certain professional managerial classifications may be allocated by Civil Service-approved alternative standards described in the specifications for the specific classification.

Professional Specialist-Positions that are designated by the Appointing Authority and accepted by Civil Service staff as requiring advanced knowledge in the field of work and: (1) are responsible for highly complex assignments, (2) have significant scope of responsibility, and (3) have considerable impact within the department. To evaluate and determine the appropriate level of the specialist position, application of the Professional Specialist Position Evaluation System (PSPES) is required.

Professional Specialist Position Evaluation System (PSPES)-A factoring system designed to evaluate professional specialist positions. Application of this system is outlined in the *Professional Specialist Evaluation System Guide*.

Program and Specialty Area-Functions administered by an agency to provide a product or service to the agency's clients or constituency. Programs and specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Responsibilities typically include the development and/or monitoring of procedures, guidelines, and policies that are the foundation of the program. Programs and specialty areas are identified in the agency's budget or other official documents and have defined goals and objectives. Only those programs and specialty areas within an agency's organization plan that are designated by the Appointing Authority and approved by Civil Service staff under these definitions will be recognized and accepted by Civil Service staff for specialist classification action purposes.

Project-A temporary function with a beginning and ending date which creates a process, program, service, or product that is different from processes, programs, services, or products currently provided or performed in a state agency.

Project Management-The planning, monitoring, and implementation of project(s), which includes defining the objectives; estimating the time; developing and monitoring a budget; measuring quality; assessing risks and identifying solutions; evaluating the safety, health, and environmental issues; and supervising human resources.

Promotion-The appointment of an employee to a different position at a higher classification level.

Qualification Credit- Qualification credit is granted at the highest level for which the employee meets the experience requirements, up to and including the level at which an employee has worked out of class. This credit may only be applied once for either appointment or reclassification purposes. Credit cannot exceed a maximum of 26 pay periods for any one working-out-of-class assignment.

Qualified-The job-related knowledge, skills, abilities, and other qualifications of an applicant or candidate that meet or exceed the requirements for a position in the Civil Service Job Specifications as determined by Civil Service staff.

Reasonable Accommodation-Under the Americans with Disabilities Act, the term reasonable accommodation includes: a) making existing facilities used by employees readily accessible to and usable by

individuals with disabilities; and b) job restructuring; part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment or devices; appropriate adjustment or modifications of examinations, training materials, or policies; the provision of qualified readers or interpreters; and other similar accommodations for individuals with disabilities.

Recall-The return of a former or current employee to a position in which status was achieved and whose previous employment was modified by a reduction in force.

Recall List-A list of persons who have been laid off, demoted, or otherwise displaced for reasons of administrative efficiency, including, for example, lack of work, lack of adequate funding, change in mission, or reorganization of the work force.

Reclassification-An authorized classification action to change an employee's classification or grade based on the gradual growth and accretion of higher-level duties.

Reduction-in-Force (RIF)-An action taken by an Appointing Authority to layoff, demote, or otherwise displace an employee for reasons of administrative efficiency, including, for example, lack of work, lack of adequate funding, change in mission, or reorganization of the work force.

Regulation-A formal, general written enactment issued by the state personnel director that: (1) exercises, implements, or applies powers granted to the director in Article 11, Section 5, of the Constitution, (2) exercises, implements, or applies powers granted to the director or Civil Service staff by Civil Service Rule; or, (3) prescribes the procedures or practices of Civil Service staff.

Reinstatement-The appointment of a person who was previously separated from, or demoted in, the classified service while in satisfactory standing.

Rule-A statement of general applicability approved by the civil service commission and published by the State Personnel Director that (1) exercises, implements, or applies powers granted in Article 11, Section 5, of the Constitution or (2) prescribes the procedures or practices of the Civil Service Commission or Civil Service staff. A rule has the force and effect of law unless a court of competent jurisdiction determines that the rule is unconstitutional or otherwise contrary to law.

Rule of General Applicability-A civil service rule that applies equally to all similarly situated classified employees and without distinction between eligible positions and nonexclusively represented positions.

Safety, Security, and Regulatory-Work performed to protect persons, property and natural resources, or to oversee the custody or confinement of prisoners or institutional residents through enforcement and application of laws, rules, and regulations; determine degree of compliance with laws, rules, and regulations by persons, employers, and other entities through inspections; or, determine the existence of criminal, civil, or administrative violation of laws, rules, or regulations through investigations.

Sanction-Civil Service identification in HRMN of an individual who is limited or prohibited in their ability to be tested, placed in applicant pools, or appointed, promoted, assigned, recalled, or otherwise placed in a state classified position.

Selective Position Requirement (SPR)-Specific qualifications that are narrower or more limited than those generally associated with a position and that are determined to be essential for performance of the duties of a specific position.

Senior Allocating Standards-A description of job duties and type of responsibility which distinguishes the advanced (senior) level from the experienced or full functioning level. Senior standards may be position-specific,

classification-specific, department-specific, or may be applicable to a specific entity within a department. Senior standards are generally developed by the employing department but must be approved by Civil Service staff for use as level allocating criteria. Senior standards approved or developed by Civil Service staff or "universal" senior standards may be used in the absence of, or in lieu of, other criteria. Senior allocating concepts include: (a) Concepts that are identified on the Job Specification; (b) Senior standards specific to a work unit that have been developed by the agency and approved by Civil Service staff; or, (c) Standards developed by Civil Service staff as described below.

A first-level professional **administrative assistant** to a manager as defined in this Glossary and allocated at the 12-level.

A **recognized resource position** is defined as a position designated as an expert in a substantial departmental program. The incumbent performs duties and has responsibilities, the nature of which characterizes the incumbent as an expert. The duties performed must account for a substantial portion of the position and must be more responsible than what would typically be assigned an experienced-level position in that particular classification. The resource person must be a subject-matter expert, providing interpretation or explanation of various policies, procedures, rules, work methods, services, etc., at a level of difficulty and complexity above and beyond that which could be provided by an experienced-level worker. Resource positions are also responsible for resolving complex problems in the work area by analyzing the issue(s), identifying the means with which to eliminate or minimize the problem, implementing the solution, and ensuring that others are aware of appropriate methods to be used to prevent future problems and obtain the desired results. Resource positions are unique within a geographic area or identified entity within a department. They differ from specialists in that they need not be unique to the entire department or agency and typically do not have the same level or type of impact a specialist position has on the organization. However, being the only position within a departmental or geographic area does not, in and of itself, qualify the position for allocation as a recognized resource person. All of the above criteria must also be met.

A **project leader for major projects** is defined as a professional position that is assigned responsibility for major projects on a regular and recurring basis. Responsibilities include overseeing the progress and completion of the project, ensuring the efficiency of the operation, and coordinating the staff involved. Responsibility for a single or occasional project would not warrant advanced-level allocation.

A **Lead Worker/Crew Leader** is previously defined in this Glossary.

Senior Executive Service (SES)-A service consisting of the highest-level classified positions in which incumbents typically: (1) report directly to state department directors or chief deputy department directors or boards and commissions heading principal departments, (2) formulate and implement major policy, or (3) influence major programs and policies relating to the critical mission of each state department. Each term of appointment to the senior executive service shall not exceed two years.

Senior Level-This term is used to describe advanced-level positions which have regular and recurring responsibility for the most complex work as identified by the Appointing Authority and accepted by Civil Service staff that is beyond the scope of duties normally assigned at the experienced-level.

Skill-Denotes the working proficiency that the employee must possess, whether intellectual or physical. Skill is having knowledge with ability to apply it on the job.

Special Requirements, Licenses, and Certifications-A requirement that is determined by law or regulation as necessary in order to permit an individual to perform the duties and responsibilities of a job, e.g., possession of a driver's license or occupational licensure requirements.

Standard Work Period-The standard biweekly work period for a full-time employee in the classified service is the equivalent of 80 hours of work.

Status-The recognition of an employee who has been properly appraised, qualified, and appointed to the classified service and who has satisfactorily completed the probationary period in an indefinite or limited-term appointment.

Structural Consideration-This term describes the effects of organizational placement and chain of command on the allocation of positions. In any organizational structure the level of a position is affected by the level of the position to which it reports. A position is precluded from being classified at an equal or higher level than that of the properly classified supervisor or lead worker in the immediate chain of command. This concept is applicable whether the supervisory or lead worker position is vacant or filled.

Note: There may be circumstances when the pay rate of the person to whom the position reports is the determining factor as to whether there is a structural limitation. For example, such exceptions exist in ECP Group 4/SES broadband classes and pay relationships.

Subclass Code-Additional specialized experience, specialized training, licensure, or other specialized qualification that is required for appointment to a specific subgroup of positions.

Subordinate Positions-The staff of an executive, administrator, manager, supervisor, or crew/lead worker position. The subordinate positions can be: (a) Permanent positions in the same and similar classification series; (b) Special Personal Services (SPS) contractual employees; (c) Student Assistants and other noncareer employees where the time equates to one full-time equivalency (FTE); and, (d) Other governmental employees (city, county, federal) if the supervision is consistent with all of the duties described in the definition of manager and supervision. Temporary managerial, supervisory, and lead worker positions may have temporary subordinate positions that expire on the same date. Permanent managerial, supervisory, and lead worker positions may have temporary subordinate positions as long as the positions are constantly filled. Only one position can claim supervision for a subordinate position. Subordinate positions cannot be independent contractors, volunteers, prisoners, or patients; and federal, military, city, county, municipal, or other governmental employees.

Supervision-The formal responsibility for enforcing directives and disciplining subordinates. The responsibility, which is delegated to a position, is to direct employees and to ensure the satisfactory performance of subordinates. This formal authority includes such tasks as assigning and reviewing work, evaluating performance through service ratings, approving leave requests, taking disciplinary actions, reviewing and certifying subordinates' position descriptions, and counseling subordinates.

Immediate or Close Supervision-Supervisor is immediately available to provide specific instruction, or work is determined by well-defined procedure, methods, and practices.

General Supervision-Supervisor provides general directions and review, or work is determined by broadly defined policies, procedures, and practices.

Supervisor-Nonprofessional positions with formal responsibility for enforcing directives and disciplining two or more full-time employees. The responsibility, which is delegated to a supervisory position, is to direct employees and to ensure the satisfactory performance of subordinates. This formal supervisory authority includes such tasks as assigning and reviewing work, evaluating performance through service ratings, approving leave requests, taking disciplinary actions, reviewing and certifying subordinates' position descriptions, and counseling subordinates. Levels of responsibility within a managerial or supervisory classification series are described as either "line" or "level" of supervision. Line supervision denotes organizational placement. For example, second-line supervisors/managers have first-line supervisors/managers reporting to them. Level of supervision denotes

the relative placement of the classification within the series. For example, in Group 3 the professional 14 level includes first-line complex and second-line standard managerial positions. This is typically the second level in the series. Level and line references within a series do not necessarily mean the same thing.

Supervisory Codes-Codes in HRMN that establish a link for direct reports. This supervisory line of authority does not necessarily equate to the classification of the position as being a manager or supervisor nor meet the test for exclusion necessary for labor relations purposes.

Supervisory Position-A position in the classified service that meets one or more of the following criteria: (a) A position assigned responsibility, in the interest of the agency, to hire, assign, discipline, lay off, recall, promote, reclassify, evaluate, or set the pay for another employee; (b) A position assigned responsibility to direct an employee or to adjust employee grievances; and, (c) A position assigned responsibility effectively to recommend any action referenced in subsection (a) or (b) if the exercise of such authority requires the use of independent judgment and is not merely a routine or clerical act.

Technical Complainant—Any of the following persons when directly affected and aggrieved by a technical decision: (a) An applicant for employment; (b) A classified employee; (c) An Appointing Authority; (d) The Office of the State Employer; and, (e) Any other person or organization specifically authorized by Civil Service Commission rule or regulation to file a technical complaint.

Technical Complaint-A written complaint that a technical decision (1) violated Article 11, Section 5, of the Michigan Constitution, (2) violated a Civil Service rule or regulation, or (3) was arbitrary and capricious.

Technical Decision-Includes each of the following individual decisions:

Technical Appointment Decision-(1) A decision of an Appointing Authority appointing a candidate to a position in the classified service or (2) a decision of Civil Service staff certifying or revoking an appointment to a position in the classified service.

Technical Classification Decision-A Civil Service staff decision (1) classifying a position in the classified service or (2) making a working-out-of-class determination.

Technical Qualification Decision-A Civil Service staff decision determining the qualifications and fitness of a candidate for a position in the classified service.

Technician Classifications-Classifications in which the predominant and essential function of the work requires considerable previous state classified experience or post-secondary education to develop knowledge of applicable methods and practices necessary to perform facets of professional assignments.

Technician Staff Specialist-Nonprofessional positions with full-time responsibility as the expert in a specialized technical program. The positions are allocated two levels above the experienced level in the series and require more specialized knowledge to make decisions and perform highly complex work. A technician staff specialist may serve as the agency's sole expert in a specialized technical program or be assigned work consistent with a specialist classification concept identified on the Job Specification. These positions require designation as a technician staff specialist by the Appointing Authority and approval by Civil Service.

Total Continuous Service-The number of paid hours of creditable time compiled during a current employment period. Total continuous service includes creditable time but does not include noncreditable time.

Trainee Level-An entry level in a professional classification series at which the employee works in a learning capacity, performs a range of work assignments appropriate to the classification, and receives close or general supervision. The incumbent typically possesses the knowledge to do the job, but lacks professional experience in the field.

Unclassified-Those employees listed in the definition of Classified Service.

Unrelated to the Person's Ability-Means with or without accommodation, a person's disability does not prevent the person from performing the duties of a particular job or position.

Vacancy Posting System-A system which allows individuals to view current vacant jobs posted by state agencies on the Civil Service Commission website, that are not internal agency appointments. Many of the postings do not require passing an examination and interested individuals apply as described by and to the state agency. The postings can be sorted and displayed by department, county, classification, job category, state employees only, etc.

Waived Rights Leave of Absence-An approved leave of absence without pay. The Appointing Authority is not required to return the employee upon expiration of the leave.

Working Conditions-The type of environment in which the position is located, e.g., office, outdoors, prison, mental hospital, etc. and that are listed on the Job Specification.

Working Out of Class-Being temporarily assigned to and performing the duties and responsibilities of another classification, in accordance with the standards in Rule 4-5.

Working Title-An internal agency job title used to identify a position with a particular function within an organization. Such titles may not meet the concepts contained in the State's official classification plan.

Years of College-One year of college is a minimum of 30 semester/45 term (quarter) credits. Two years of college is a minimum of 60 semester/90 term (quarter) credits. If there is a mix of semester and term (quarter) credits on the transcript, convert the semester credits to term (quarter) credits by multiplying by 3/2. To convert term (quarter) credits to semester credits, multiply by 2/3.