

# Michigan Civil Service Commission

## Regulation 4.05

Subject: <b>Frequency of Review of Positions</b>		
SPDOC No.: <del>16-06</del>	Effective Date: <del>January-October 1,</del> 2019 <del>7</del>	Replaces: Reg. 4.05 (SPDOC <del>164-06</del> , <del>January 201</del> , 2017 <del>4</del> )

### 1. Purpose

This regulation establishes ~~the standards and procedures governing~~ on 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.*

\* \* \*

*(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.*

\* \* \*

### 3. Standards

- A. Civil Service ~~staff~~ typically ~~may only~~ reviews an occupied position only 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 under regulation 4.01, Position Classification Actions That Require Civil Service Review~~).
- B. ~~The An~~ appointing authority typically ~~may only~~ reviews an occupied position in a preauthorized classification only once in any 12-month period (equivalent to full-time).
- C. ~~The An~~ 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~~ Position a Action Request was received ~~taken on for~~ 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~~ months (equivalent to full-time) ~~has have passed~~ elapsed from the date of since the last position review action, or ~~a reclassification of to reclassify~~ more than one level. Employees reclassified early have time worked at the lower level credited toward completing the probationary period for the higher-level classification.

F. An appointing authority may implement an early preauthorized reclassification before ~~the 12-month period~~ months (equivalent to full-time) ~~has have passed~~ elapsed if ~~one of the following conditions is met~~ the employee is:

1. ~~The employee is p~~Performing ~~h~~the higher-level work in a bachelor-degreed classification and ~~possesses~~has 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~~six months of full-time experience for any ~~individual~~ employee ~~and only~~ after the ~~employee has served the equivalent of 6~~six months full-time months in the position.
2. ~~The employee is p~~Performing higher-level work and ~~possesses a minimum of~~has the equivalent of 12 full-time months in multiple positions in the same classification ~~and there is that~~ bring 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 T~~trainee, ~~advanced-level~~, ~~lead worker~~, supervisory, managerial, specialist, administrative, or executive positions) if ~~one of the following conditions is met~~ the employee is:

1. ~~The employee is p~~Performing ~~the~~ higher-level work in a bachelor-degreed classification and ~~possesses~~has 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~~six months of full-time experience for any employee ~~and only~~ after the ~~employee has served the equivalent of 6~~six full-time months in the position.

2. ~~The employee is p~~Performing higher-level work and ~~possesses a minimum of~~has the equivalent of 12 full-time months in multiple positions in the same classification ~~and there is that~~ bring 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 in the position's assigned duties and responsibilities ~~(over the course of the~~ equivalent of ~~6 at least six~~ 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's requirements 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~~ by Civil Service.
- 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~~ under regulation 4.03 ~~will not be honored~~ are dismissed.
- K. ~~Retroactive e~~Effective dates ~~as described in regulation 4.04~~ are ~~not~~ assigned ~~to an early reclassification, except under~~ in accordance with regulation 4.04, ~~§ 3.A~~.

#### 4. Procedures

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

Responsibility	Action
Appointing Authority	1. Submits <del>a</del> Position Action Request <del>(CS-129), Position Description (CS-214),</del> and any other necessary documents for any early reclassifications <del>requiring Civil Service review</del> .
Civil Service	2. Reviews <del>the</del> request to determine if <del>the</del> position can be reclassified based on §§ 3.G and H. <del>Documents and documents</del> <u>the</u> decision. 3. Enters <del>the</del> necessary approved position information in <del>the</del> Human Resources Management Network (HRMN) and releases <del>the Position Action R</del> request.

4. If disapproved, documents ~~the~~ reasons on ~~the Position Action R~~request, releases it, and informs employee of ~~the classification~~ action and appeal rights.

Appointing Authority 5. Receives ~~the Position Action R~~request and enters ~~the~~ employee information in HRMN.

**B. Early Reclassifications on Preauthorized Positions ~~by Appointing Authorities.~~**

Responsibility	Action
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Appointing Authority 1. Reviews ~~the~~ request to determine if ~~the~~ position can be reviewed based on § 3.F. ~~Documents~~ and documents ~~the~~ decision.

2. Enters ~~the~~ necessary employee information ~~into~~in 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's (RECLASSIFY user field.)

Civil Service 3. For agencies participating in centralized processing, ~~effectuate~~effectuates 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~~284-0103; or ~~to~~ MCSC-OCSC@mi.gov.