

Michigan Civil Service Commission

Regulation 4.05

Subject: Frequency of Review of Positions		
SPDOC No.: 19-11	Effective Date: October 1, 2019	Replaces: Reg. 4.05 (SPDOC 16-06, January 1, 2017)

1. Purpose

This regulation establishes standards on how often a position can be reviewed.

2. CSC Rule Reference

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 typically reviews an occupied position only once in any 12-month period (equivalent to full-time). If a significant, substantial, or material change occurred since the last position review, a new position establishment may be required under regulation 4.01.
- B. An appointing authority typically reviews an occupied position in a preauthorized classification only once in any 12-month period (equivalent to full-time).
- C. 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 Position Action Request was received for an occupied position.
- E. An early reclassification is a request to review a position before 12 months (equivalent to full-time) have passed since the last position review or 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 12 months (equivalent to full-time) have passed if the employee is:
1. Performing higher-level work in a bachelor-degreed classification and 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. This may be substituted only once for the equivalent of six months of full-time experience for any employee after the equivalent of six full-time months in the position.
 2. Performing higher-level work and has the equivalent of 12 full-time months in multiple positions in the same classification that bring directly related value. The appointing authority may implement a reclassification effective date when the 12-month (equivalent to full-time) requirement is satisfied for the next level in the preauthorized class series. The appointing authority must retain documentation verifying the value and relatedness of the prior experience.
- G. Civil Service will consider requests for early reclassification in classifications that require Civil Service review (e.g., trainee, advanced-level, supervisory, managerial, specialist, administrative, or executive positions) if the employee is:
1. Performing higher-level work in a bachelor-degreed classification and 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. This may be substituted only once for the equivalent of six months of full-time experience for any employee after the equivalent of six full-time months in the position.
 2. Performing higher-level work and has the equivalent of 12 full-time months in multiple positions in the same classification that bring directly related value. The appointing authority must document the value and relatedness of the prior experience on the Position Action Request.
- H. The appointing authority may request Civil Service approval of an early reclassification if (1) there has been atypically rapid growth in the position's assigned duties and responsibilities over the equivalent of at least six full-time months 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 higher-level classification's requirements as determined by a credential review 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 under regulation 4.03 are dismissed.

K. Effective dates are assigned in accordance with regulation 4.04.

4. Procedures

A. Early Reclassifications Requiring Civil Service Review.

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

B. Early Reclassifications on Preauthorized Positions.

Responsibility	Action
Appointing Authority	1. Reviews request to determine if position can be reviewed based on § 3.F and documents decision.
	2. Enters necessary employee information in HRMN as authorized in regulation 4.02, § 4.B.4. If participating in centralized processing, adjusts Hours in Grade plan with comment so employee will display correctly on ZR100 report and indicates approval of reclassification in HRMN's RECLASSIFY user field. If not participating in centralized processing, directly processes reclassification in HRMN.
Civil Service	3. Processes in HRMN any early reclassifications appearing on ZR 100 report for agencies participating in centralized processing.

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; 517-284-0103; or MCSC-OCSC@mi.gov.