

Michigan Civil Service Commission

Regulation 4.07

Subject: Agency Reorganizations and Position Recodings		
SPDOC No.: 16-06	Effective Date: January <u>October</u> 1, 201 <u>9</u> 7	Replaces: Reg. 4.07 (SPDOC 0716-1406 , October <u>January</u> 17, 20 <u>0</u> 1 7)

1. Purpose

~~Article 11, section 5, of the Michigan Constitution and Civil Service rule 6-4, delegate to the appointing authority the exclusive right to organize the agency's structure. This regulation outlines the standards and procedures that an appointing authority must use to notify Civil Service of a planned reorganization or position recoding within an agency prior to before its implementation so that Civil Service can to determine any classification impact.~~

2. CSC Rule References

~~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 civil service commission shall authorize an official classification plan for all positions in the classified service. The state personnel director 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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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.

(a) **Position review.** An appointing authority shall give notice to civil service staff 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 civil service staff 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 civil service staff.

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3. Standards

A. Agency Reorganizations.

1. ~~The~~An appointing authority ~~must~~shall notify Civil Service of ~~a~~a proposed reorganizations before implementation. A meeting may be ~~set~~held to discuss the ~~proposed~~ reorganization.
2. The appointing authority must submit the following ~~necessary documents~~ to Civil Service ~~for review~~ to determine ~~the impact of the~~ a proposed reorganization's impact:
 - a. ~~The~~current organizational chart(s).
 - b. ~~The~~proposed organizational chart(s) ~~for~~after the reorganization. ~~The organizational chart(s) must include the~~ with organizational titles, classifications and levels, and employees' names.
 - c. ~~The~~position descriptions ~~(CS-214)~~ for ~~the~~ affected positions in the proposed organizational structure.
 - d. Executive orders or directives impacting the reorganization.
3. Civil Service will determine ~~the appropriate classification actions~~ and notify the agency of:
 - a. The appropriate classification of affected positions.
 - b. ~~The~~positions that can be recoded.
 - c. ~~The~~positions that ~~need to~~must be established or reclassified ~~in accordance with~~under regulation 4.01.
4. The appointing authority must submit official Position Action Requests and Position Recodings to implement the reorganization ~~a copy of the approval documentation that is required by any executive orders or directives in place that are applicable to their agency, Position Action Requests (CS-129), Position Recoding Worksheets (CS-1758), final position descriptions and final organizational charts to Civil Service to implement the reorganization. Required approvals are to be provided prior to Civil Service processing classification actions.~~

B. Position Recodings.

1. Position recoding means ~~the changing of~~ a position's supervisor, process level, ~~and/or department code for a position.~~ The position's duties and responsibilities are essentially unchanged.
 - a. Positions must be recoded to reflect ~~the new~~ organizational placement and reporting relationship when ~~ever a~~ change ~~occurs.~~
 - b. When a position is moved to a different supervisor, department code, or process level, ~~the following occurs~~ the appointing authority must complete and submit ~~to Civil Service a p~~ Position r ~~ecoding worksheet (CS 1758);~~ to Civil Service.
 - ~~(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 Civil Service can process a change to the direct supervisor code on ~~the a~~ position record (PA02.1) and the supervisor code on ~~the an~~ employee record (HR11.1). Changes to the ~~direct supervisor code, process level code, and/or department code on the a~~ position record (~~PA02.1~~) impact all employees attached to the position. To separate existing many-to-one positions, transactions must be made in accordance with regulation 4.01.
3. The appointing authority must indicate the reason for the ~~p~~ Position r ~~ecoding~~ in the ~~"Appointing Authority's Comments" section of the request form.~~
4. Civil Service ~~wi~~ shall determine if a change in reporting relationship impacts ~~the positions' classification of positions. and discuss~~ A ~~ny~~ necessary classification actions ~~will be discussed~~ with the appointing authority.
5. If approved, Civil Service will ~~enter changes to~~ the position record (~~PA02.1~~) in the Human Resources Management Network (HRMN), which will automatically change the employee record (~~HR11~~).
6. If disapproved, Civil Service will notify the appointing authority.

~~4. Procedures~~

~~A. Agency Reorganizations.~~

Responsibility	Action
Appointing Authority	1. Submits to Civil Service the necessary documents described in this regulation to review the proposed reorganization. Requests a meeting, if necessary.
Civil Service	2. Reviews the proposed reorganization and, if necessary, meets with the

Responsibility	Action
	appointing authority. Informs the appointing authority of the findings and recommendations.
Appointing Authority	3. Receives Civil Service review determination. 4. Submits to Civil Service the necessary documents to implement the reorganization, such as any required approvals, position action requests, appropriate rating system worksheets, CS 1758 form, position descriptions, and organizational charts.
Civil Service	5. Reviews the requested establishment, reclassification, or recoding of the positions, based on the previous review of the proposed reorganization. 6. Based on analysis of the establishment, reclassification, and recoding requests, approves appropriate classification and recoding actions and documents approvals on the CS 129 or CS 1758. 7. Enters the necessary position information in HRMN. 8. If the establishment, reclassification, or recoding requests are disapproved, documents the reasons on the CS 129 or CS 1758. 9. Releases the completed CS 129 or CS 1758.
Appointing Authority	10. Receives the completed CS 129 or CS 1758 and enters the appropriate action to update employee record in HRMN.

~~B. Position Recodings.~~

Responsibility	Action
Appointing Authority	1. Submits to Civil Service the completed CS 1758.
Civil Service	2. Reviews the CS 1758 and enters the recoding in HRMN on the position records (PA02.1) within 5 workdays of receipt. 3. Files worksheet and any supporting documents in the position file. 4. Notifies appointing authority of completed action.

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.