

CLASSIFICATION PROCESS

This information was prepared to provide information and assist individuals preparing their Position Description Questionnaire forms (PDQ) for update or reclassification purposes; and to provide information to those people who have questions regarding the reclassification process. If you have further questions after reading this packet, please contact Human Resources.

GENERAL INFORMATION

1. WHAT is Reclassification?

It is a change in the class title of a position caused by a significant change in the duties and responsibilities of a position. This includes addition, deletion, or modification of assignments.

2. WHO is Eligible for Reclassification?

Any permanent Career Service employee of the State of South Dakota has the right to prepare a Position Description Questionnaire for update or reclassification purposes.

STEPS IN PURSUING A RECLASSIFICATION

1. Prepare a Position Description Questionnaire

A. WHO prepares the PDQ?

This can be done individually or with the assistance of your supervisor. You have the opportunity and responsibility to initiate this process.

B. HOW do you prepare a PDQ?

As the employee, complete all of the Employee's Section of the PDQ to include:

Part A - Personal Data. For questions on your position number, please contact Human Resources.

Part B - Duties. Break your job duties down into two or more major job functions or areas of responsibility.

Be sure to include all of the key duties. It is important to be detailed, but not too much as the job audit covers most of the details of your position. In general, we recommend breaking duties down into percentages not greater than 30% but more than 5%.

Remember -- when filling out the PDQ, be specific to your job only. The PDQ should reflect the duties, decisions, problems, and challenges within the scope of your position.

Part C - General Information. Answer the questions for your position. Again, be specific to your job.

Part D - How Your Job Has Changed. This section assists the auditor in determining what specifically changed in your job duties and responsibilities. Questions 6 & 7 help indicate "why" this process was initiated.

Sign and date the form when you have completed your portion.

2. Forward the PDQ to your supervisor.

Your supervisor must review the document, make comments, sign it, and forward it to Human Resources within 30 days of receipt of the PDQ.

***It is important to note that even if your supervisor is not in support of this request, s/he still has the obligation to forward the completed form to Human Resources. However, s/he is allowed to make her/his comments as s/he sees and understands the position and request.

3. Once the PDQ is signed by you and your supervisor, forward it to Human Resources. If desired, the Dean or Director of your area may enclose a letter providing information he/she believes is relevant including whether or not he/she supports the request. If a letter is not provided, Human Resources will notify the Dean or Director upon receipt of the reclassification request.

4. Human Resources will contact you to schedule a job audit. A vacant office or conference room is usually the best place to conduct a desk audit. If the audit is to take place at your desk and you are in a high-traffic area, please make arrangements to keep interruptions to a minimum by asking someone to cover your phone calls or visitors.

5. Prepare for the audit.

Prepare any materials which help explain or illustrate what your job entails. Examples of products or materials you work with and the procedures you use are beneficial. Demonstrating what you do on an average day is also beneficial.

Some sample audit questions include the following: How is the report generated? What is your involvement/role in the research project? What do you prepare? Does anyone oversee that process? Do you initiate this process? What steps are involved in the process? Who is responsible?

Your supervisor will not be at the audit, but may be asked questions later regarding your position.

Remember, the audit focuses on your position, duties, and responsibilities. Be prepared to answer questions about your job and your involvement in the total process of the office/field/lab, etc.

6. Audit completed. The audit process takes approximately one to two hours.

7. Human Resources compares your duties with the class specifications and makes a classification recommendation to the Board of Regents. The classification recommendation does not take into consideration such issues as:

- * Performance;
- * Your qualifications or background;
- * Compensation;
- * Longevity;
- * The necessity of the position; or
- * Duties that have not yet been assumed.

Classification decisions are based on information provided by you at the audit, input from your supervisor, and information from the PDQ, which should have been completed by you to ensure its completeness and accuracy. The information we gather about your position is compared to class specifications used by the Bureau of Personnel to classify Career Service positions. Each position is considered based on its own merits and where it best fits in the available class descriptions, with the intent to ensure consistency statewide for all Career Service positions. Plan for this step to take 1-2 weeks.

8. The Human Resources Director at the Board of Regents reviews the reclassification recommendation and returns the final decision to DSU Human Resources. This takes approximately 1-2 weeks.
9. Human Resources notifies you of the final decision on your classification. If you have not received a response from HR within six (6) weeks from the day your position was audited, please contact us.
10. Please note:
 - A. Reclassification determinations, including pay increases, are not final until a Personnel Action Request form is completed and approved by the appropriate individuals including your supervisor.
 - B. If reclassification to a higher pay grade is recommended, the supervisor of the position has the right to remove duties from the position so that it remains classified at the same level.

RESPONSIBILITIES IN THE RECLASSIFICATION PROCESS

- Employee's role: To initiate the process; prepare the PDQ; prepare for the audit; and participate in the audit.
- Supervisor's role: To finish her/his portion of the PDQ and forward it to Human Resources within 30 days.
- Human Resources' role: To review the PDQ; conduct a job audit; prepare audit notes; make a recommendation to the Board of Regents; follow-up; and inform the employee of the recommendation.

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. HOW will Reclassification affect my pay?

Classified to a Lower Pay Range: According to ARSD 55:01:18:15, when an employee is reclassified to a position with a lower pay grade, the same salary is retained.

Classified to a Higher Pay Range: According to ARSD 55:01:18:18, when a position is reclassified to a classification with a higher minimum rate, the incumbent receives the minimum rate or **up to** a five percent increase in pay, whichever is greater. An employee's salary must be adjusted to at least five percent above the minimum of the new salary range after six months of service.

2. WHEN are increases after reclassification to a higher pay grade effective?

Any changes in salary are effective the first of the month following the date the employee completes and signs the Position Description Questionnaire. All salary increases must be approved by the supervisor, dean or director of the area; appropriate vice president; and President before they are finalized.

3. WHAT needs to be done after notification of reclassification?

Human Resources completes a Personnel Action Request (PAR) if any changes in classification or salary result from the audit.

4. WHAT should I do if I disagree with the classification recommendation?

If you disagree and want to appeal the decision, follow the appeals procedure listed below.

CSA CLASSIFICATION APPEALS PROCEDURE

(SD Board of Regents Policy Manual 4:9)

A. Purpose: The Regental Classification Appeals Procedure provides an orderly process for Regental CSA employees to request review of their classification and to appeal classification action decisions.

B. Procedure: The following steps are to be used in the orderly progression of classification review/appeal.

1. *Step One*: An employee may request a classification review (usually due to a significant change in duties and responsibilities) by completing the employee section of a Position Description Questionnaire (PDQ) and submitting it to the employee's immediate supervisor.

If a position is vacant or if the employee is absent and unable to prepare the PDQ, the PDQ may be completed and signed by the immediate supervisor.

2. *Step Two*: The immediate supervisor shall review and complete the Supervisor's section of the employee's PDQ within thirty (30) calendar days after its receipt. The PDQ shall be forwarded to and reviewed by the supervisory levels each institution deems appropriate and then forwarded to the campus human resources office. ****Note—**In the event that a supervisor is unable to review in the 30-day period, the employee may skip this step and proceed to the human resources office. This does not constitute a failure to meet the time frames but a process an employee can follow to provide the PDQ to the necessary party for review.

3. *Step Three*: Once the PDQ has been received in the human resources office, the position shall be reviewed and an audit completed, with a recommendation for action forwarded to the Board of Regents' Human Resources Director.

4. *Step Four*: The institution's recommendation shall be reviewed and approved or disapproved by the Regents' Human Resources Director. The completed action shall be returned to the institution, and the employee shall be notified as to the status of the reclassification requests. If not satisfied with the classification action, the employee has fourteen (14) calendar days from receipt of the notice to move to Step 5.

5. *Step Five*: If the employee feels the decision of the Regents' Human Resources Director is unsatisfactory, the employee shall submit a written letter of appeal to the Executive Director of the Board of Regents for referral to a Classification Review Committee. The Committee shall consist of one Career Service employee and one disinterested human resources representative from a Regental institution. In a case where the South Dakota Bureau of Personnel has completed the original audit leading to the disputed recommendation, the Bureau of Personnel shall provide a member of the Committee who shall serve in place of the Career Service employee as a voting member of the committee. In such case, a Career Service employee shall be appointed to the Committee and shall serve in an advisory capacity. The Committee shall be formed, a chair appointed, and a meeting date set to review the contested classification action within twenty one (21) calendar days of receipt of the appeal notice from the

employee. All hearings are conducted via teleconference unless other modifications are deemed necessary and approved by the SDBOR Director of Human Resources.

6. *Step Six:* During its deliberative process, the committee may consult with the Board's chief human resource officer, the Bureau of Personnel, or other sources as deemed appropriate. The chair shall submit a written report to the Board's Executive Director, with copies to the institution's President or Superintendent and the Board's Human Resources Director, within seven (7) calendar days of the classification review. The report shall include the rationale used to support the decision. The President or Superintendent and the Board's Human Resources Director shall then have seven (7) calendar days to submit a written response to the Executive Director if they wish to do so. After reviewing the Committee report and the institution's response, and after consultation with the Board's Human Resources Director, the Executive Director shall issue a written decision on the classification review.
7. *Step Seven:* The Executive Director shall notify the institution's Human Resources Director, the employee, immediate supervisor, and president or superintendent of the decision within thirty (30) calendar days of the Classification Review Committee meeting. The decision of the Executive Director may be appealed by the employee to the Career Service Commission by filing written notice of appeal with the Commissioner of the Bureau of Personnel within fourteen (14) calendar days of postmark or delivery of the decision.