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Job Classification Procedures	ACA Standards: 2-CO-1C-07, 2-CO-1C-08, 5-ACI-1B-16, 4-ACRS-7E-08		
Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Job Classification Procedures

Job classification procedures are established in compliance with the Oklahoma Personnel Act. Within the guidelines established, the agency has the authority to prescribe or change the duties and responsibilities assigned to any position or employee at any time. (2-CO-1C-07, 2-CO-1C-08-ACRS-7E-08)

I. Classification Rights and Responsibilities

A. Supervisors

Supervisors will ensure that:

1. The work assigned to employees on a regular and consistent basis conforms with the employee’s classification;
2. The list of accountabilities used to evaluate performance represents appropriate work for the employee’s classification as described by the job family descriptor;
3. Vacant positions are reviewed, prior to filling, to determine whether the job family descriptor continues to identify the work the agency wants assigned to positions. Anytime the work assigned to a position (whether occupied or vacant) is not in substantial agreement with the job family descriptor, either the job duties assigned will be changed, or an audit will be requested and

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4. Information required by Human Capital Management (HCM) or the central Human Resources unit to determine appropriate allocations and assignments will be submitted as requested.

B. Employees

1. Employees are assigned to a job classification and are compensated at the established rate for which duties are performed on a regular and consistent basis.
2. Employees will be familiar with the job family descriptor and the list of accountabilities for the position they occupy
3. Employees are responsible for responding to requests for information from HCM or the central Human Resources unit relevant to allocation or assignment decisions.

II. Classification Decisions

Job family descriptors will be used to determine the appropriate classification of positions; however, employees are normally required to perform some of the work of higher or lower rated jobs, and the performance or assignment of isolated duties contained in any one job family descriptor will not affect the outcome of classification decisions.

Classification decisions consist of an allocation to a job family and an assignment to a level within the job family. (5-ACI-1B-16)

A. Authority

HCM will establish and maintain a master catalog of all state employment jobs. Each job function will be assigned a code. Agencies will work with HCM to ensure all jobs are organized into the master catalog and code structure [Civil Service Rules 260:130-13-2].

The agency director will authorize the review of positions by the central Human Resources unit. The central Human Resources unit will determine the appropriate job classification and make recommendations to the agency director prior to finalizing any job classifications.

B. Initiating Audits

Position audits, to determine the appropriate classification, will be conducted when the agency:

1. Adds a new position;
2. Makes significant changes to the job duties and responsibilities assigned to a position; or

3. Has reason to believe the position is not properly allocated or assigned; or
4. Is unable to resolve a classification complaint filed by an employee.

C. Audit Process

An audit to determine a position's proper family allocation or level assignment will be conducted following receipt of a properly completed request in the form of a "Position Description Questionnaire" ([Attachment A](#), attached), which has been submitted through the appropriate supervisory chain of command to the central Human Resources unit.

1. Position Description Questionnaire

a. Responsibilities of Supervisors/Managers

Supervisors/managers will initiate a position audit and complete a "Position Description Questionnaire" ([Attachment A](#), attached):

- (1) Prior to filling a vacant, unallocated position; or
- (2) Anytime the supervisor/manager has reason to believe that a vacant or occupied position is no longer properly allocated to the correct job family or level.
- (3) When the supervisor/manager plans to assign the position duties and responsibilities that are significantly different from the duties assigned to the previous incumbent or from the typical functions outlined on the relevant job description.

b. Responsibilities of the Reviewing Chain of Command

The reviewers within the chain of command are responsible for determining whether the "Position Description Questionnaire" ([Attachment A](#), attached) is warranted and withholding approval for unwarranted audit requests. Reviewers may refuse to approve audit requests when:

- (1) The reviewer does not agree that the employee's position is incorrectly allocated to a job family;
- (2) The position was audited within the past 12 months and there have been no significant changes in assigned duties or responsibilities since that audit; or
- (3) A business need of the agency necessitates the modification of the duties and responsibilities assigned

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to the position rather than the reallocation of the position and subsequent reclassification of the position incumbent.

“Position Description Questionnaires” ([Attachment A](#), attached) approved by the appropriate chain of command will be forwarded to the central Human Resources unit.

c. Responsibilities of the Central Human Resources Unit

The Central Human Resources unit will review the “Position Description Questionnaire” ([Attachment A](#), attached). The central Human Resources unit will make an allocation and level assignment decision and provide the affected employee, the facility/unit head/administrator, and the facility/regional/unit HRMS with a written notice.

2. Classification Dispute Review Request

- a. If a classification complaint results in a decision to advise the employee to complete a “Classification Dispute Review Request,” ([HCM-70](#)) the affected employee will complete the form and submit it, through their chain of command (including senior staff), to the central Human Resources unit.
- b. The conflict resolution manager will furnish the central Human Resources unit a copy of the complaint.
- c. The central Human Resources unit will provide written notification of the allocation and level assignment decision to the employee filing the complaint within 30 calendar days after receipt of the “Classification Dispute Review Request” ([HCM-70](#)).

D. Completion of the “Position Description Questionnaire,” (HCM-39), and “Classification Dispute Review Request” (HCM-70)

The required forms will be completed in accordance with the instructions on the form.

- 1. An approved “Electronic Personnel Transaction Freeze Exemption Request” (E-92) will be attached to any “Position Description Questionnaire” ([Attachment A](#), attached) (74 O.S. § 840-2.14.D.).
- 2. An organizational chart will be attached.

III. Post Audit Actions

If an audit results in an allocation and assignment to a job family level other than the employee’s current job family level, the agency will elect an appropriate action

within 60 calendar days. Compensation will be adjusted in the event of a promotional action.

A. Action Taken Following Allocation/Assignment to New Job Family or Level

1. Transfer of the Employee

A permanent employee may be transferred to a position which is allocated/assigned to the same job family level as the employee is currently classified.

2. Change in the Employee's Assigned Duties

The employee's job duties may be changed to be consistent with the employee's job classification and a new "Position Description Questionnaire" ([HCM-39](#)) submitted when:

- a. The employee does not meet the minimum qualifications for the new job family level of the current position and there is no other position to which the employee can be transferred;
- b. The new job family level would constitute a demotion for the employee, the employee does not request a voluntary demotion and there is no other position to which the employee can be transferred; or
- c. The agency's interests are best served by changing the job duties.

At any time the employee is assigned job duties which differ from the accountabilities established on the current Performance Management Process (PMP), the current PMP will be closed and a new PMP opened.

3. Position Reallocation Resulting in Employee Promotion

If the new job family level constitutes a promotion, the employee is certified as meeting the minimum qualifications for the promotional position, and the facility/unit head/administrator elects to continue the employee's current assignment of job duties, the employee may be promoted in accordance with [OP-110235](#) entitled "Hiring and Promotional Procedures" and all applicable Civil Service Rules. A promotional posting is not required.

B. Compensation Resulting from the Reallocation and Assignment to a Higher Pay Band

1. Following Completion of the "Position Description Questionnaire" ([Attachment A](#), attached) Process

In the event an employee is promoted following the reallocation or reassignment of the position the employee occupies, the employee's new rate of pay will be set at the established rate of pay in accordance with [OP-110340](#) entitled "Employee Compensation." Payment at the new rate of pay will commence with the effective date of the promotion.

2. Following Completion of the Classification Dispute Review Process

- a. If the audit indicates an employee's position is allocated or assigned to a job family level at a higher pay band than the pay band assigned prior to the audit, the employee will be compensated for the difference between the employee's actual rate of pay and the rate of pay the employee would have received on promotion to the new job family level. Back pay will be limited to the date the employee filed the classification complaint,
- b. The awarding of back pay does not entitle the employee to a promotion. Any action as described in Section III. item A. of this procedure can be taken.

IV. References

Policy Statement P-110100 entitled "Uniform Personnel Standards"

OP-110235 entitled "Hiring and Promotional Procedures"

OP-110340 entitled "Employee Compensation"

74 O.S. § 2.14.D

Civil Service Rule 260:130-13-2

V. Action

The administrator/facility/division/unit head is responsible for compliance with this procedure.

The chief administrator of Human Resources is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-110260 entitled "Job Classification Procedures" dated February 23, 2021

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Distribution: Policy and Operations Manual
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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
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HCM-70	"Classification Dispute Review Request"	OMES
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
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Attachment A	"Position Description Questionnaire"	Attached
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