

SOP for Position Classification

A. Definitions

1. Classification – The process of analyzing the essential functions and required qualifications of a position for allocation to a job class and placement on a salary scale in the appropriate employee unit.
2. Reclassification – The process of requesting approval for, and analyzing position content of, a filled position for placement on a higher or lower salary grade in the appropriate employee unit.
3. Repurpose – A vacant central office position that is altered in title and duties to address management needs within the organization.
4. Reorganization – An administrative procedure that addresses management needs by eliminating, adding or repurposing positions within a department or division.
5. Job Announcement – The form used in the recruitment process for vacant positions to advertise the organization, benefits offered, and the position by describing the general functions, responsibilities, work demands, and qualifications necessary to perform the work.
6. Position Description (PD) – The form used to record the breakdown of essential functions, responsibilities, authority, work demands, supervision, and relationships within the organization. The PD is the main source of information used to classify a position and is an important management tool.

B. Purpose

The purpose of this SOP is to provide employees and managers with the process used by the Department of Human Resources to classify positions which includes creating new positions, updating positions descriptions, reclassifying positions, repurposing positions, and the reorganization of positions.

The classification review process takes into consideration the following job elements: scope of responsibilities, management and supervisory role, financial responsibilities and accountabilities, types of interactions and collaboration with others, technical skills and expertise, independence and decision-making authority, work environment and physical requirements, as well as required education, experience, and other credentials.

C. Classification Procedures

1. Position Descriptions

- a. All positions, including temporary positions, require a position description and a review by the Classification Specialist. The position description is what ensures proper allocation to the appropriate job class and salary placement.
- b. The position description form can be accessed by clicking the following link <https://apps.fcps.org/forms/staff-human-resources/206>. Each position description form should be copied and titled by the job class (position title) and the date of the submission (JobClass_MonthDayYear) i.e. Accountant_09012023
 - i. Permanent, benefited positions require a completed position description form.
 - ii. Temporary, non-benefited positions, require a modified position description form summarizing the essential duties and requirements necessary in order to perform the work. *Sections I, II and III should be completed for temporary, non-ben positions.*

2. Creation of New Positions

- a. New positions being requested in any budget (general or restricted) must be classified by the Department of Human Resources. New temporary positions, regardless of funding source, must be classified by the Department of Human Resources.
- b. Position description forms are to be completed by the hiring manager or designee of the position being created, and require the signature of the hiring manager, Director, and the Cabinet member before submitting to the Classification Specialist for review. *Note: Guidance on Position Description Development is provided at the end of the SOP. This guidance includes areas of consideration as hiring managers think about in developing new positions.*
- c. Once the form is completed with approver signatures, the hiring manager will send the position description form along with a current organizational chart to the Department of Human Resources, Classification email inbox at Job.Classifications@fcps.org Note: Temporary position submissions are not required to submit an organizational chart.
- d. The Classification Specialist will respond to the hiring manager confirming receipt of the position description and organizational chart. The completed request will be logged on the Classification Tracker Sheet to ensure a timely classification review (7-10 days) and determination of the position classification. If both documents are not submitted together or signatures are missing, the Classification Specialist will notify the hiring manager that the request will be on hold until all required items are received.
- e. The Classification Specialist will review the submitted forms, consult with department staff/specialists as needed, and determine any areas of clarification

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needed prior to making a classification decision. If more information or clarification is required, the Classification Specialist will contact the supervisor directly to clarify the work changes and then complete a final review and determination.

- f. The Classification Specialist will email the hiring manager and the budget department allocating the position to the appropriate job class and employee unit. The position will await budgetary approval. *Please note: Classification decisions will be based on the position's essential functions and position requirements. If the essential functions or minimum requirements change after the initial request is made, the classification will be re-evaluated.*
- g. The classified position description forms will be filed accordingly within the Department of Human Resources. Job Announcements will be created by the Department of Human Resources and available for staff to view in a Job Announcement Library.

3. Updating Position Description Forms

- a. Position descriptions should be updated and submitted for review if **any** of the following occur:
 - i. The supervisory authority assigned to the position is modified or changed.
 - ii. The position's focus of work has significantly shifted or changed.
 - iii. The primary or most important duties have changed (new duties assigned, current duties removed, etc.).
 - iv. The work demands have changed or need to be modified (these are important aspects for ADA and OSHA standards).
- b. Hiring managers are responsible for updating the position description to reflect the changes, obtaining the appropriate approver signatures, and submitting the updated position description forms to the Classification Specialist for review.
- c. The Classification Specialist will review the changes to ensure the position remains appropriately allocated. Should the changes submitted suggest a different job class placement, the Classification Specialist will contact the hiring manager to discuss the situation in more detail.
- d. After review, the Classification Specialist will email the hiring manager the completed position description form.
- e. The classified position description form will be filed accordingly within the Department of Human Resources. The Job Announcement for the position will be updated by the Department of Human Resources and available for staff to view in a Job Announcement Library.

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4. Title Change Request

- a. A position's job class title cannot be changed without a formal classification review of the position and organizational structure in which the position is located.
- b. If a department is requesting a job class title change, a completed position description form must be filled out and signed by the cabinet member before submitting to classification.
- c. The email submission should also include a brief description of why the job class title should be re-evaluated and the proposed alternative job class titles.

5. Reclassification Requests

- a. Reclassification occurs when a position's duties, responsibilities, or required skills have changed such that the role may be more accurately aligned with a different classification.
- b. Reclassification requests may be submitted to the Classification Specialist two (2) times per fiscal year on or before October 1 and on or before April 1. Positions that have been reviewed for classification or reclassification within the preceding twelve (12) months are ineligible for consideration.
- c. To initiate a reclassification request, employees must submit a revised Position Description Form and the Reclassification Request form. An organizational chart must also be attached by the position's supervisor. To be considered, the forms must be completed and signed by the position's supervisor, Director, and division Cabinet member.
- d. A Reclassification Review Committee will review the request in accordance with the criteria established for position review. The committee will be composed of the Classification Specialist, a Human Resources representative, and a Cabinet member not directly associated with the request. The Reclassification Review Committee may also seek guidance or input from an individual who has expertise in compensation and classification and/or an individual who has subject matter expertise regarding the position being reviewed.
- e. Human Resources will provide the employee with a formal written notification detailing the disposition of the classification review by June 30.

6. Reorganization

- a. When positions are restructured, reorganized, or realigned there is a need to re-evaluate the classification of positions to ensure that the classification has not changed during the reorganization process. The Classification Specialist will review not only the positions submitted as part of the reorganization, but any other positions that are directly related to the work changes. This is often due to the fact that a reorganization occurs because of significant work changes in a section which can, and often does, affect multiple positions and/or multiple sections.
- b. To assist with tracking the changes in positions during a reorganization, an organization chart detailing the current organizational structure and an organization chart detailing the reorganized/future proposed structure will be required.
- c. The Classification Specialist is responsible for the following functions during a reorganization:
 - i. Tracking when work shifts from one position to another, overlaps with another position, and/or works closely with another position.
 - ii. Identifying and requesting the submission of all position descriptions related to the work changes/reorganization.
 - iii. Evaluating how each position is affected by the work changes.
 - iv. Determining the appropriate job class for each position, which may or may not result in a new job classification.
 - v. In the event a new job classification is needed, the Classification Specialist will determine the alignment for the new classification as well as the job family most appropriate.

D. Appeals

Employees or supervisors who do not agree with the classification decision that was made regarding a position may request a second review. The request for a second review must include additional details that were not present at the time of the initial position classification review and be made in writing. A written request for a second review must be received by HRDirector@fcps.org within 30 calendar days from the classification disposition notice. The Department of Human Resources will respond to the appeal within 30 days from the receipt of the request.

Guidance: Position Description Development

The position description form is an important and vital tool for both employees and management. It should be written carefully and thoroughly because it serves as the basis not only for the accurate classification of work but also for setting employee expectations, evaluating performance, and organizational development/position management.

There are several different practices that can be beneficial to think about when writing a position description, which are detailed below:

1. Think about how you are describing the work (essential functions) to others and answer some of the following questions when writing duties:
 - a. What is the work to be performed?
 - b. Where is the work performed?
 - c. Why is the work performed?
 - d. When is the work performed?
 - e. How is the work performed?

*Example: **Provide recording services (the what) for the director's office (the for whom) by recording, distributing, and maintaining (the how) minutes of weekly staff meetings to assist in providing accurate information to affected staff (why).***

2. Remember the 4-S formula:
 - a. Shortness: Avoid repetition and try to summarize the duties rather than include every little detail.
 - b. Simplicity: Try to use everyday words that are easily understood and define acronyms (if using).
 - c. Strength: Make strong statements that are specific in describing the work and use the action verb-object sentence format such as "assembles applicant's licensure packets"
 - d. Sincerity: Be honest and avoid intangible words/phrases such as "highly complex" or "performs with independent judgment" without giving descriptions of the specific areas that are complex or describing what the incumbent does that demonstrates independent judgment.
3. Think about the level of independence and authority the incumbent has when performing their work. Identify and write examples of the decisions the incumbent makes independently (without supervisor approval) such as

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any decisions related to funds, budget, reporting/analysis, providing advice, training others, developing procedures/policies etc.

4. Depict supervision and lead-level tasks in the duties of the position description when appropriate. The amount of supervisory or lead-level responsibility (number of staff underneath) will dictate how much time is spent on these functions, but these additional duties should be detailed in a separate functional area/row within the essential functions section.