

Classification and Reclassification

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

POLICY

Human Resource Services (HRS) classifies or reclassifies civil service (CS) and administrative professional (AP) positions. To assure that all classification decisions throughout the WSU system are consistent, Pullman HRS provides overall direction for all classifications and reclassifications. Pullman HRS has responsibility to make final classification determinations for positions at all WSU locations statewide.

Eligibility

This classification and reclassification procedure applies to all CS employees who are not covered by collective bargaining unit agreements and to AP employees.

A bargaining unit employee must refer to the appropriate agreement for classification and reclassification procedures. To view the collective bargaining unit agreements, see the HRS Employees Labor Relations website at:

hrs.wsu.edu/

Position Review

HRS reviews and analyzes the duties and responsibilities of each position to determine the appropriate classification within the CS classification/compensation plan or exemption from civil service in accordance with *RCW* 41.06.070 and 41.06.170(3).

HRS reviews AP and CS positions for compliance with the overtime provisions of the Fair Labor Standards Act (FLSA). See *BPPM* 60.59.

HRS reviews Information Technology Services (ITS) positions for placement within the information technology professional structure (ITPS) in accordance with *WAC* 357-13-058.

Departments submit requests for position reviews to HRS through the Online Position Description and Recruitment System (OPDRS) website at:

hrs.wsu.edu/opdrs/

The appointing authority's electronic signature in OPDRS authorizes the classification or reclassification review of a position. However, Pullman HRS makes the final classification determination.

Classification and Reclassification

Definitions

Classification Classification is the designation of a new position to an appropriate class based upon overall duties, complexity, and responsibility of assigned work.

Reclassification Reclassification is the designation of an existing position to a different class as a result of permanent and substantive changes in the duties.

CS positions may be reviewed for reclassification no earlier than six months after a previous review if there are substantive and permanent changes in job duties and scope of responsibilities. HRS reviews all CS positions prior to recruitment.

AP positions, whether temporary or permanent, may be reviewed at any time for promotions or significant and permanent changes in job duties and scope of responsibilities. *All AP reviews are management-requested.* HRS reviews all AP positions prior to recruitment. See *BPPM 60.12* for out-of-cycle salary requests for AP positions.

PROCEDURES

This section provides procedures for requesting:

- CS — Classification and reclassification of a new, vacant, or modified position. See [Civil Service Position Review](#). See also [Employee-Requested Review](#).
- CS — ITPS classification and reclassification. See [CS ITPS Position Review](#).
See also [Employee-Requested Review](#).
- AP — Classification and reclassification of a new, vacant, or modified position. See [Administrative Professional Position Review](#).
- CS and AP — Appeal of classification and reclassification. See [Appeal](#).

Civil Service Position Review Refer to the applicable Workday Staffing reference guide when creating a new position or modifying an existing CS position and/or its assignment of accounts.

Classification and Reclassification

| | |
|---------------------------|---|
| OPDRS Documentation | <p>The department submits the following to HRS for approval through OPDRS:</p> <ul style="list-style-type: none"> • Position description • Proposed salary • Performance expectations • Organization chart showing the civil service position's relationship to other positions in the department to HRS Complete and/or print the Organization Chart Template or independently create a chart as needed. Attach the organization chart in the Position Documents area of the position's entry in OPDRS. |
| CS ITPS Position Review | <p>If requesting placement of a position in the ITPS, the requesting department must submit OPDRS documentation as required under Civil Service Position Review.</p> <p>The HRS ITPS Committee reviews positions for placement within the ITPS. Positions are reviewed for inclusion and placement in accordance with the IT Evaluator's Handbook. The IT Evaluator's Handbook and related forms are available at the Office of Financial Management (OFM) IT Professional Structure website:</p> <p style="text-align: center;">ofm.wa.gov/state-human-resources/compensation-job-classes/it-professional-structure</p> <p>The HRS ITPS Committee includes the HR professional designated as WSU ITPS Coordinator, an ITS manager, and an additional HR professional.</p> |
| Recruitment and Selection | <p>See <i>BPPM</i> 60.18 for information regarding the recruitment and selection of civil service employees.</p> |
| Employee-Requested Review | <p>A civil service (CS) employee may request a review of their position, in accordance with <i>WAC</i> 357-13-065.</p> <p>Access to OPDRS is restricted to management use only. The requesting employee must use the three forms listed below to submit a request for review of their own position to the campus Human Resource Services (HRS) office. HRS offices are located at the Pullman, Spokane, Tri-Cities, and Vancouver campuses.</p> <p>A requesting employee submits the following to HRS:</p> <ul style="list-style-type: none"> • Position Description • Position Questionnaire |

Classification and Reclassification

Employee-Requested Review (cont.)

- Organization chart showing the position's relationship to other positions in the department. Complete and/or print the Organization Chart Template or independently create a chart as needed.

Information Technology Positions

To request a review related to the information technology professional structure (ITPS), employees must complete and submit the following to HRS:

- ITPS Position Review Request — Employee (see below).
- Position Description.
- Organization chart showing the position's relationship to other positions in the department. Complete and/or print the Organization Chart Template or independently create a chart as needed.
- For ITPS-related positions, supervisors are required to complete an ITPS Position Review Request — Supervisor form (see below).

ITPS Links

The following OFM forms and guidelines apply to ITPS-related positions:

- OFM—HR Forms:
ofm.wa.gov/state-human-resources/hr-forms
- ITPS Position Review Request Guide:
[ofm.wa.gov/sites/default/files/public/shr/Forms and Publications/DOP Forms/ITPS PRR Guide.doc](http://ofm.wa.gov/sites/default/files/public/shr/Forms%20and%20Publications/DOP%20Forms/ITPS%20PRR%20Guide.doc)
- ITPS Position Review Request — Employee:
[ofm.wa.gov/sites/default/files/public/shr/Forms and Publications/DOP Forms/ITPS PRR Employee Portion.doc](http://ofm.wa.gov/sites/default/files/public/shr/Forms%20and%20Publications/DOP%20Forms/ITPS%20PRR%20Employee%20Portion.doc)
- ITPS Position Review Request — Supervisor:
[ofm.wa.gov/sites/default/files/public/shr/Forms and Publications/DOP Forms/ITPS PRR Supervisor Portion.doc](http://ofm.wa.gov/sites/default/files/public/shr/Forms%20and%20Publications/DOP%20Forms/ITPS%20PRR%20Supervisor%20Portion.doc)

Supervisor Notification

Upon receipt of the employee-requested review, HRS notifies the supervisor of the pending position review.

HRS may request that the supervisor or department submit the following:

- Performance expectations
- Organization chart showing the civil service position's relationship to other positions in the department.

Classification and Reclassification

Supervisor Notification (cont.) Complete and/or print the Organization Chart Template or independently create a chart as needed.

Reclassification Effective
Date for Occupied Positions

*Management-Requested
Reclassification Reviews* The following applies to management requested reclassification reviews of occupied CS positions:

- If the employee has performed the higher-level duties for at least six months, management may request an effective date for the reclassification.
- If the employee has performed the higher-level duties for less than six months, management may initiate an immediate change of duties. The effective date is not retroactive. HRS may determine a different effective date than the date submitted.

*Employee-Requested
Reclassification Reviews* For employee requested reclassification reviews of occupied CS positions, HRS establishes effective dates for the reclassifications, if applicable.

*Salary Step and
Periodic Increment Date* See *BPPM* 60.29 for information regarding establishing salary step and periodic increment date for reclassified CS positions.

**Administrative Professional
Position Review** All AP reviews must be management-requested, including requests to reclassify CS positions to AP.

Executive-Level
Appointments The President or the Provost and Executive Vice President must authorize the designation of the following titles:

- Vice president
- Vice chancellor
- Associate vice president
- Associate vice chancellor
- Assistant vice president
- Assistant vice chancellor
- Executive director
- Athletic Director

Temporary Appointments When funding allows, a department may create a temporary AP appointment with a terminal date (also referred to as "end date") for an appointment of no less than .50 FTE **and** an appointment term of at least six months and one day.

Classification and Reclassification

Short-Term

Short-term temporary AP appointments may be established for the following reasons:

- To provide coverage while a formal search is being conducted.
- To provide coverage while an AP employee is out on extended leave.
- To meet a specific identified immediate, critical need.

A temporary appointment meeting the above criteria must include a preestablished terminal date **and** the appointment term is not to exceed two years. The department may end a temporary AP appointment prior to the terminal date with a minimum 30-day written notice.

Long-Term

Long-term temporary AP appointments may be established in accordance with the following criteria:

- The appointments must have preestablished terminal dates.
- The appointments must be supported by self-sustaining, grant, contract, or other nonstate funds.
- The appointments must end on the terminal dates unless positive action is taken to reappoint.

The department may end a temporary AP appointment supported by self-sustaining, grant, contract, or other nonstate funds prior to the terminal date with a minimum 30-day written notice.

Required Documentation

To request the creation of a new administrative professional (AP) position, or the review of a vacant or occupied AP position, the requesting department submits the following documentation as indicated.

| *OPDRS*

The department submits the following to HRS for approval through OPDRS:

- Position description
- Proposed salary
- Performance expectations
- Organization chart showing the AP position's relationship to other positions in the department to HRS.
Complete and/or print the Organization Chart Template or independently create a chart as needed. Attach the organization

Classification and Reclassification

OPDRS (cont.) chart in the **Position Documents** area of the position's entry in OPDRS.

Recruitment and Selection See *BPPM* 60.17 for information regarding the recruitment and selection of an AP position.

Salary Review See *BPPM* 60.12 for information regarding AP salaries.

Position Numbers Existing CS and AP positions retain the same position number.

The hiring department enters or verifies the assigned position number into OPDRS when creating the position description.

Notification For occupied position reviews, HRS notifies the supervisor and the employee in writing of the results. The results provided in the HRS notification supersede the information submitted by the department or supervisor.

Appeal Civil service employees may appeal the reallocation results in accordance with *WAC* 357-13-075.

Civil service employees may appeal the allocation to an administrative professional position in accordance with *WAC* 357-52.

An appointing authority or designee may request a review of the classification assigned to an AP position within 30 days of receiving the official memorandum from HRS. The appointing authority or designee submits a written request to HRS including the following information:

- Outline of specific reasons for requesting a review.
- If significant changes have occurred, also submit:
 - Revised organization chart
 - Revised position description