

SECTION 3.10 CLASSIFICATION SYSTEM

Last Update: 7/15

The Department of Administrative Services – Human Resources Enterprise (DAS-HRE) is responsible for the overall administration of the Classification System for executive branch agencies (excluding Board of Regents). The Classification System applies to all positions within executive branch agencies, (excluding Board of Regents), regardless of the position's coverage by merit-system provisions. The classification for individual positions is determined through the position review process (refer to [section 3.25](#) for more information).

The Classification System provides a structure upon which to base human resource management decisions including:

- Pay range
- Eligibility for overtime compensation
- Eligibility for special pay actions (e.g., lead worker pay)
- Coverage under or exclusion from the merit-system provisions of Iowa Code section 8A.411
- Coverage under or exemption from the collective bargaining provisions of Iowa Code chapter 20
- Selection (minimum qualifications, selective certifications, special requirements, method of filling positions, vacancy announcements, etc.)

The Classification System consists of over 800 job classes. Some job classes are grouped into series. A series is a group of classes that perform the same *kind* of work. Each job class within a series represents a different *level* of work. Not all job classes fit into a series. In most cases, positions will fit into one of the existing job classes. When a position does not fit into any of these classes, the establishment of a new job class may be requested (refer to [section 3.45](#) for more information).

Job classes are listed in the [Classification and Pay Plan](#) which is published annually and available electronically in both alphabetical and class code order. It details pay grades, class codes, and other basic information for each job class. The following is an excerpt from the current plan:

EEO	OC	OT	FLSA	UNIT	PLAN	PG	CODE	CLASS TITLE
03	2900	2	Y	002N	014	24	14720	PRODUCTION TECHNICIAN
03	2900	2	Y	002N	014	27	14721	PRODUCTION TECHNICIAN SENIOR
01	0565	2	Y	004E	000	28	00400	PROFESSIONAL LICENSING INVSTGTR
02	1840	0	N	004S	000	32	04025	PROGRAM & PLANNING ADMIN
01	0430	0	N	010S	000	33	41005	PROGRAM ADMINISTRATOR
02	1840	1	N	004N	014	23	04020	PROGRAM PLANNER 1
02	1840	1	N	004N	014	26	04022	PROGRAM PLANNER 2

1. **EEO 4 Category (EEO):**

This code identifies the U.S. Equal Employment Opportunity Commission's (EEOC) general occupational category to which that job classification is assigned.

01 Official/Administrator	05 Protective Service (non-sworn)
02 Professional	06 Administrative Support
03 Technician	07 Skilled Craft
04 Protective Service (sworn)	08 Service/Maintenance

2. Occupational Code (OC):

An occupational code is a numeric code assigned to further subdivide EEO 4 categories obtained from the "Census 2010 EEO Tabulation." It is used to obtain labor force availability information for jobs found in the State's workforce.

3. Overtime Eligibility (OT):

Classes NOT eligible for overtime compensation are coded "0." Classes coded "1" are eligible for straight (hour-for-hour) overtime compensation. Classes eligible for premium overtime compensation (one and one-half time rate) are coded "2."

4. Bargaining Unit and Status (UNIT):

A. Unit

001 Clerical (AFSCME)	006 Security (AFSCME)	011 Patient Care (AFSCME)
002 Technical (AFSCME)	007 Public Safety (SPOC)	012 Patient Treatment (Unorganized)
003 Blue Collar (AFSCME)	008 Engineering (Unorganized)	021 Justice (Exempt)
004 Fiscal & Staff (field status 104) (AFSCME)	009 Science (UE/IUP)	024 Department Directors, Appointed Non-Elected Officials (Statutory)
005 Social Services (UE/IUP)	010 Education (AFSCME)	

B. Status

E – Exempt – A class exempted from the collective bargaining provisions of Iowa Code chapter 20, for reasons other than supervisory duties.

N – Contract-Covered – A class covered by the collective bargaining provisions of Iowa Code chapter 20, and assigned by the Iowa Public Employment Relations Board (IPERB) to a collective bargaining unit.

S – Supervisory – A class exempted from the collective bargaining provisions of Iowa Code chapter 20, because the duties of the class are supervisory.

U – Unorganized – A non-supervisory class covered by the provisions of Iowa Code chapter 20, but not currently covered by a collective bargaining agreement.

5. Pay Plan Code (PLAN):

- 000 Non-Contract
- 007 SPOC (Public Safety)
- 009 UE/IUP
- 013 AFSCME (Education Unit)
- 014 AFSCME
- 017 SPOC (DNR Officers)
- 024 Department Directors/Appointed Non-Elected Officials
- 025 Lottery Key Executive

6. Pay Grade (PG):

Each job class is assigned a pay grade number. Classes with a modified pay range are identified with either a “plus” or “minus” offset with the pay grade. For example, a “plus” number of 26+13.5% means that the job class has an advanced starting salary that is 13.5% above the minimum of the normal range for the pay grade (26), while a “minus” number of 26(-4) means that the pay range for the job class starts 4 pay grades below the minimum of the assigned pay grade (26), at an amount equivalent to the minimum of pay grade 22.

The establishment of a pay grade depends on job evaluation, salary surveys of surrounding states, and collective bargaining, if applicable. A determination of an appropriate pay grade for a class stems from a review of the class and is initiated by completion of a [Job Evaluation Questionnaire \(JEQ\)](#) by the agency that will use the class. Once completed, DAS-HRE evaluates the responses and measures them against a matrix that results in a pay grade recommendation. An assessment of the JEQ pay grade results is made against other similar classes within the Class and Pay Plan to assure a measure of pay grade conformity within the plan.

7. Class Code (CODE):

Five-digit identification number for a job classification. A job class may be affiliated with more than one class code.

Class Code (5XXXX): Positions in these class codes are treated differently for overtime purposes than others in the same classification. Refer to the OT code in the Classification Plan.

Class Code (6XXXX): Class is covered by the Conservation Officer Retirement System.

Class Code (8XXXX): Class is covered by the Protection Occupation Retirement System.

Class Code (9XXXX): Class is exempt from collective bargaining.

8. Explanation of Symbols and Abbreviations:

PD – Positions are paid on a per diem basis.

ST – Positions are paid a salary specified by statute.

MIL RANK – Positions are paid a salary based on the incumbent's military rank.