

SECTION 3.25 POSITION REVIEW PROCESS

Last Update: 7/15

The Department of Administrative Services – Human Resources Enterprise (DAS-HRE) is responsible for determining the classification of all positions in executive branch agencies (excluding Board of Regents). Position classification is the process of determining the most appropriate job class for a position based solely on the duties and responsibilities permanently assigned and performed. Position classification is not based on performance, qualifications, or tenure. The position review process involves a review and analysis of the following documents and information (refer to [section 3.15](#) for more information on completing these forms):

- [Position Description Questionnaire](#) (PDQ)
Both the current and previous PDQs for the position
- [Supervisory Analysis Questionnaire](#) (SAQ)
- [Bargaining Exemption Questionnaire](#) (BEQ)
- [Merit Exemption Questionnaire](#) (MEQ)
- Agency organizational chart

The analysis involves a comparison with the previous PDQ for the position in order to identify changes in job duties. The agency organizational chart, as well as PDQs of related positions, may be reviewed in order to identify job differences, similarities, and relationships. Job class descriptions and position classification guidelines are tools used for determining the job class that most clearly reflects the position being reviewed.

Position Review Process

1. Generally, the supervisor or incumbent employee prepares the PDQ and SAQ, as applicable. The employee signs and provides it to the supervisor for review and completion of the section titled “Supervisor Review of PDQ.”
2. The supervisor reviews and completes the section titled “Supervisor Review of PDQ,” indicates whether or not they support the request, signs the PDQ, and provides it to the appointing authority. The supervisor, in conjunction with the appointing authority, should also complete a BEQ or MEQ, as appropriate.
3. The appointing authority indicates whether or not he/she supports the request, and reviews and signs the PDQ. Within 30 calendar days after receiving the PDQ from the employee, management (i.e. supervisor or appointing authority) must inform the employee whether or not the request is supported and forward the PDQ to DAS-HRE. If management does not support the request, management must inform the employee of the reason(s) the request is not supported. If the employee does not receive management’s decision within 30 calendar days, the employee may send a copy of the PDQ directly to DAS-HRE for review.
4. If a change in classification is requested, a Position Change Request (M-5) is initiated and submitted to the Department of Management (DOM) for budget approval. The designated Personnel Assistant for the agency typically initiates the M-5. The M-5 **must** be approved by DOM prior to submitting the PDQ to DAS-HRE.

PDQs may be submitted via email to pdq@iowa.gov. If sent via mail, address it to: *Classification & Compensation, Iowa Department of Administrative Services – Human Resources Enterprise, Hoover Building, Level A, 1305 E. Walnut, Des Moines, Iowa 50319.*

5. DAS-HRE will complete the review and issue a classification decision to the employee (if applicable) and supervisor within 60 calendar days from the date it is received. Additional information may be requested during the review process, including PDQs of related positions. The reviewer may also meet with the employee or supervisor to gather additional information. The 60-calendar day period will be suspended each time additional information is requested by DAS-HRE. The 60-day time period may be extended if mutually agreed to by the reviewer and the appointing authority or employee who initiated the review.

If the reviewer does not issue a decision within the prescribed time period, a classification appeal hearing may be requested (refer to [section 3.30](#) for more information).

6. The employee or appointing authority may accept the tentative decision or request reconsideration within 30 calendar days following the date of the tentative decision letter. The 30-day time period may be extended if mutually agreed to, in writing, by the reviewer and the appointing authority or employee who initiated the review. If no response is received within the specified timeframe, the decision will become final. If the employee or appointing authority disagrees with the tentative decision and wishes to request reconsideration, the employee or appointing authority must check the appropriate statement on the decision letter and attach written comments that:

- State the reasons for the request.
- Identify the specific class being requested.

7. If reconsideration is requested, DAS-HRE will complete a subsequent review and issue a final classification decision within 30 calendar days from the date the request for reconsideration is received. During the review, the reviewer will consider the additional information submitted and will verify or seek additional information as needed. The 30-day time period may be extended if mutually agreed to, in writing, by the reviewer and the appointing authority or employee who initiated the review.

If the reviewer does not issue a decision within the prescribed time period, a classification appeal committee hearing may be requested (refer to [section 3.30](#) for more information).

8. The employee or appointing authority may accept the final decision or appeal the decision to the Classification Appeal Committee within 14 calendar days following the date of the final decision letter. If no response is received within the specified timeframe, the decision will become final.

Requests for a classification appeal hearing must be directed to: *Chair, Classification Appeal Committee, c/o Iowa Department of Administrative Services–Human Resources Enterprise (DAS-HRE), Hoover State Office Building, Level A, Des Moines, IA 50319-0150.*

Refer to [section 3.30](#) for more information regarding classification appeal hearings.