

SECTION 3.45 CLASSIFICATION SYSTEM CHANGES

Last Update: 11/15

The Department of Administrative Services – Human Resources Enterprise (DAS-HRE) is responsible for overall administration of the Executive Branch classification system, including reviewing, approving, and implementing any changes. If an Appointing Authority desires to request a change to the classification system, they should first consult with their assigned Personnel Officer (PO). An Appointing Authority may pursue changes as the result of new or discontinued programs, changing needs and priorities, organizational or job structure changes, recruitment or retention challenges, etc. Changes to the classification system may also be initiated by DAS-HRE. Changes to the classification system include:

- Revision, creation, or deletion of a job class or series
- Changes to the pay grade assigned to a job class
- Revision, creation, or deletion of a selective certification

Requests for selective certification changes require completion of the [Request for Selective Certification Additions or Changes Form](#). All other requests for changes to the classification system require completion of the [Request for Classification, Compensation, and Selection Changes Form](#). For requests to change a pay grade, the [Pay Grade Study Questionnaire](#) should also be completed. These forms should be submitted to the assigned PO.

In preparing a request, the Appointing Authority must document the business reason(s) for the requested change(s) and provide relevant data and information.

Points to be covered in the justification may include, but are not limited to:

- Specific business reason(s) for requested changes.
- Recruitment or retention issues.
- Information regarding the salary of comparable positions in other states and private industry.
- Factors which have caused the job to fundamentally change or become more complex.
- Description of pay compaction.

Following submission of a request, DAS-HRE will complete a review and analysis, and may gather additional data and information prior to making a determination regarding proposed changes. *For classes covered by a collective bargaining agreement, changes may require notice to the applicable Union. Pay grade changes must be pursued through contract negotiations.*

DAS-HRE may be able to provide useful data when reviewing and evaluating recruitment or retention issues, including turnover and applicant flow data. Contact the assigned PO for assistance.

Refer to [section 3.70](#) for information concerning pay grade studies.