

(5) Classification of Positions - General

(a) Background

1 The Classification Act requires departments and agencies to place positions covered by the act in their proper class in conformance with, or consistent with, standards published by the Commission.

2 While the classification of a position is the final step in the total management process of work organization, the process or system of classification, if carried out effectively, provides numerous opportunities (see below under coverage) for accomplishing a variety of management needs.

(b) Coverage

The inspector should focus on the following in his general review of position classification.

Accuracy of classifications - whether or not managers are applying approved Commission standards and agency guides reasonably.

Management action to make full use of flexibilities in the classification process. For example, use of classification in developing information which can aid in planning to establish or alter position structures, in recognizing man-job relationships, and establishing two-track systems for career advancement.

Promptness in classifying and reclassifying positions, including application of classification standards on a timely basis.

At the present time, agencies are required to apply new standards within a "reasonable" period of time. Practical considerations for the inspector in determining what is reasonable might include degree of impact of the classification standards on positions in the organization; number of positions in the organization which are affected; whether the agency has, in actuality, applied the standards, but has delayed effecting administrative action of a title or grade change, etc., because resources have been applied to higher priority matters.

Application of guidelines for determining coverage under the Classification Act.

The Commission has delegated to departments and agencies the authority to determine whether a position is subject to or is excluded from the Classification Act under the provisions of section 202(7) and 202(8) of the act.

This authority may be exercised only in accordance with guidelines and standards issued by the Civil Service Commission. The