

RELATIONSHIP OF POSITION CLASSIFICATION TO PERSONNEL DETAILS AND ORGANIZATIONAL PATTERNS

DETAILS

The classification and qualification system allows management to "detail" an employee from his current job to another one of higher or lower grade or laterally to one for which he does not meet the regular requirements.

Details may be made for periods of up to six months without Commission approval or for longer periods with the approval of the Commission. They are useful for making emergency assignments and they are particularly valuable in training and developing employees. For example:

- An employee may be detailed to another type of position or another agency for the purpose of cross training.
- An employee may be detailed to a higher level position for the purpose of developing and reinforcing higher skills or for determining ability to perform at that level.
- An employee may be detailed to an understudy type position.

Details of the latter two types should be made in accordance with the agency's merit promotion program. If the individual selected for the detail performs according to expectations, he may then be promoted to the position without again invoking the procedures of the merit promotion program.