



# RULES OF THE STATE PERSONNEL BOARD

## 478-1-.10 Classification Plan

### **(1) Preparation of the Plan:**

The Commissioner will develop a comprehensive classification plan based on position data analysis provided by the agencies. Agencies will be responsible for assigning positions into appropriate jobs within the classification plan. The Commissioner will periodically assess the classification of positions for consistency across the agencies.

### **(2) Adoption of the Plan:**

The Commissioner is responsible for recommending a comprehensive classification plan to the Board. Employees and agencies may provide feedback about the classification plan during the written comment period described in the Amendments to Policies section of the Policy Guidelines. The Board may change the classification plan in any way it deems appropriate and formally adopt the plan at a public hearing. The Commissioner is responsible for submitting the plan approved by the Board to the Governor.

### **(3) Amendments to the Plan:**

The Commissioner may make changes to the classification plan, including the establishment of new jobs and/or the revision, merger, division, and/or abolition of jobs to accommodate existing and/or newly created positions. Agencies will be given reasonable opportunity to express their opinions during the written comment period, before such changes are made.

- (a) Agencies may request that the Commissioner create a new job or modify an existing job within the classification plan to assist in accomplishing business objectives. Changes will take effect on the first day of the calendar month immediately following the month in which the change was made or at any other time agreed upon by the Commissioner and the agencies. The Commissioner will report any changes to the Board and will publish the change in a manner accessible to the agencies.

### **(4) Reconsideration of Amendments to the Plan:**

Any agency affected by an amendment to the classification plan or other classification decision made by the Commissioner pursuant to the plan may submit a written request for reconsideration by the Commissioner. The Commissioner must review the request and issue a decision no later than 30 days following receipt of the request for reconsideration. An appeal to the State Personnel Board may be filed within 15 days of

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issuance if the agency does not agree with the Commissioner's decision. The State Personnel Board's decision will be final.

## **(5) Job Descriptions:**

A job consists of duties and responsibilities and therefore may be comprised of one or more positions. In contrast, a position refers to a set of duties and responsibilities assigned or delegated for performance by one person.

- (a) Job descriptions generally illustrate the type of work performed by incumbents and specify the qualifications necessary to do that work. The language of a job description should not be construed as limiting or modifying the authority that agencies have or may be given to modify the duties and responsibilities of employees, or to direct and control their work. Each position should be allocated to the job title that best describes the position's type and level of responsibilities.

## **(6) Entry Qualifications:**

The State Personnel Administration, in partnership with the agencies, is responsible for developing entry qualifications for each job in the classification plan. Entry qualifications should set forth the competencies, experience and education necessary to perform job responsibilities satisfactorily.

## **(7) Preferred Qualifications:**

The preferred qualifications section (if applicable) should specify the types, amounts, and/or levels of work experience, training, education, certifications/licenses, and other competencies that would render an individual better suited to perform the job duties than another who does not possess the preferred qualifications. Applicants possessing preferred qualifications will generally be given first consideration in screening and hiring for positions in the job.

## **(8) Allocation and Reallocation of Positions:**

Positions that are substantially similar with respect to the type and level of work to be performed, level of supervision received, qualifications necessary for successful job performance, and external market value (where relevant) -- and for which most of the responsibilities assigned are essentially the same -- will be in the same job. Except as provided for in Appendix Rule 24, an employee does not have the right to appeal decisions relating to the allocation or reallocation of positions.

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- (a) Every position must be allocated to the appropriate job by the respective agency, which may request technical assistance from the Commissioner. Each agency is responsible for ensuring that positions are allocated and/or reallocated to appropriate jobs within the agency. Allocations and reallocations should be reported in a manner prescribed by the Commissioner. Periodically, the Commissioner will:
1. Review allocations and reallocations to report the level of consistency in application across agencies and with the classification plan; and
  2. Conduct statewide studies to analyze and report the extent to which the responsibilities assigned to positions reflect the responsibilities in job descriptions, and to confirm that substantially similar positions are classified in the same job.

## (9) New, Changed, or Additional Positions:

Whenever a new or additional position is authorized or created by an agency or the responsibilities of an existing position are substantially changed, the agency should allocate or reallocate the position as provided above.

## (10) Incumbents of Reallocated Positions:

When a filled position is reallocated from one job to another due to a reevaluation of the position or a change in job responsibilities, the incumbent, if determined as eligible for promotion, transfer, or demotion to the new job, may remain in the position at the discretion of the agency. The employment status of the incumbent who does not remain in the position will be determined in accordance with other applicable provisions of these policies.

### Authority:

O.C.G.A. Secs. 45-20-3, 45-20-3.1, 45-20-4, 45-20-16.

**History.** Original Rule entitled "Promotions, Transfers, Demotions, Relocations" adopted. F. July 31, 1985; eff. July 1, 1985, as specified by the Board.

**Amended:** F. Jan. 15, 1987; eff. Dec. 29, 1986, as specified by the Board.

**Amended:** F. Jan. 22, 1988; eff. Nov. 12, 1987, as specified by the Board.

**Amended:** F. Nov. 8, 1989; eff. June 28, 1989, as specified by the Board.

**Amended:** F. June 20, 1990; eff. July 1, 1990, as specified by the Board.

**Amended:** F. Sept. 3, 1992; eff. Aug. 6, 1992, as specified by the Board.

**Amended:** F. Nov. 16, 1992; eff. Sept. 21, 1992, as specified by the Board.

**Amended:** F. Apr. 9, 1993; eff. Mar. 8, 1993, as specified by the Board.

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**Amended:** F. June 30, 1994; eff. July 1, 1994, as specified by the Board.

**Amended:** F. Nov. 15, 1994; eff. Nov. 3, 1994, as specified by the Board.

**Amended:** F. July 11, 1995; eff. June 30, 1995, as specified by the Board.

**Amended:** F. Dec. 31, 1996; eff. Sept. 20, 1996, as specified by the Board.

**Amended:** F. Feb. 7, 1997; eff. Jan. 29, 1997, as specified by the Board.

**Amended:** F. Oct. 8, 1997; eff. Sept. 25, 1997, as specified by the Board.

**Amended:** F. Nov. 4, 1997; eff. Oct. 27, 1997, as specified by the Board.

**Amended:** F. Sept. 21, 1998; eff. Sept. 9, 1998, as specified by the Board.

**Repealed:** New Rule entitled "Classification Plan" adopted. F. Dec. 23, 2008; eff. Dec. 17, 2008, as specified by the Board.

**Amended:** F. Oct. 28, 2009; eff. Aug. 27, 2009, as specified by the Board.