

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # HR 19
Title: Position Management and Classification		
Effective Date: October, 1996	Administering Authority: Human Resources Dir.	
Revisions:		
Statutory Authority (if applicable):		

Purpose: To outline the Department of Commerce’s policies on position management and classification.

Policy:

Position Management’s objectives are to:

- Maintain Departmental equity within Job Classifications
- Assist in appropriate organizational design using Classification and Pay Plan
- Represent the Department with the Office of State Personnel

Steps in the Classification Process

The steps in processing a request to establish a new position or reclassify an existing position are as follows:

A division/commission may submit a request to the Human Resources Office for the following reasons:

- classification of a new position
- classification review of an existing position
- organizational change

A copy of the position description and organizational chart should be submitted to the Human Resources Office along with a memo describing the type of action desired at least two months before the desired effective date.

The Human Resources Analyst reviews the proposed position description and supporting documentation. The analyst will also examine the history of the subject position, the organizational structure of the work unit, reporting relationships, and any positions that may be related to the subject position. The analyst may conduct an audit interview with the supervisor and/or incumbent in order to gain a definitive understanding of the subject position.

If the Department’s Human Resources office has not been delegated authority over that type of position, the analyst submits the position to the Office of State Personnel with a request to act on the position. OSP has 30 days from receipt of an action request to respond.

Findings of the analysis and classification recommendations are discussed with the requesting supervisor. The supervisor or a management representative is responsible for notifying Fiscal Management if additional funds are necessary in the position due to reclassification. Appeals of classification decisions should be directed to the Department of Commerce Human Resources Director, who will forward the appeal to the Office of State Personnel.

Writing a Job Description

The job analysis and classification process usually begins with a review of the description of the position to be evaluated. The job description is the principal document used by the classification analyst, although supplementary information is also considered. All job descriptions will reflect the organizational structure and assigned duties and responsibilities established by management.

Management determines organizational structure and assigns duties and responsibilities. The supervisor is primarily responsible for the content of a job description; however, it is the incumbent's responsibility to compose the job description. The description should focus on job content, not individual performance or qualification requirements.

A complete job description should include the following:

- an overview of the division or commission, program or organizational unit;
- a statement of purpose which explains why the job exists and its overall function;
- the change that has taken place in the job since the position was last studied;
- descriptive information about the main functions of the job, including approximate percentages of time and rank of importance;
- a statement of the duties and responsibilities assigned to the position.

State Form PD102R, "Position Description Form," is used to prepare the job description. State Form PD-OSS is used for clerical and office management positions. Both forms are available from the Human Resources Office.

Organizational Chart

Organizational charts provide an overview of the division, commission or unit in a classification review and a ready reference to the position location within an organization. The charts offer a basis for understanding the relationship between positions and delineating the various levels of supervision and distribution of responsibilities.

Each request for a classification action should be accompanied by a current, accurate organizational chart. The chart should be sufficiently clear so that someone unfamiliar with the organization can readily understand its structure. It should include the following information:

- identifying information - division/commission name
- name of each employee (or "vacant" if applicable)
- classification title and pay grade (working titles under formal titles if desired)
- position number
- date chart was prepared
- solid lines to indicate supervision
- broken lines to indicate coordination

Job Classification Process

Job classification is the formal assignment of a classification title and salary grade. Jobs are assigned to a specific class title that encompasses numerous positions with similar duties and responsibilities. These similarities are so close that they justify common treatment in regards to recruitment, selection, compensation, and other employment processes.

Positions in the Department of Commerce are classified according to designated occupational categories. The following are examples of occupational categories and class series used by the Department:

- Office Support Services Occupational Group: Processing Assistant; Office Assistant; Program Assistant; Administrative Secretary
- Administrative: Administrative Assistant, Administrative Officer
- Professional: Attorney, Accountant, Engineer

Jobs are evaluated and measured against standard criteria applied consistently for all jobs within designated occupational classes. The process involves an examination of the relative degree of common job characteristics present in a position. Major characteristics or classification factors include:

- difficulty and complexity of work,
- level of responsibility for decision-making and the consequence of error,
- analytical requirements (thinking necessary to solve problems),
- level of independence,
- nature and type of public contact,
- supervision exercised,
- knowledge, skills and abilities required, and,
- working conditions.

These factors are applied through a process called job analysis. Job analysis is the review of a position's assigned duties and responsibilities. This analysis involves research, examination and clarification of a job's distinct functions, objectives and organizational relationships to fully reflect the role of the position within the organization.