

Chapter Pers 2

CLASSIFICATION PLAN

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Pers 2.01 Definition. The listing of classes in effect as identified by class titles in the bureau's *Classification and Compensation Plan For Positions In The Classified Service* and as described in class specifications shall constitute the classification plan for all positions in the classified service. For the purpose of these rules, class and classification are synonymous.

History: Cr. Register, March, 1962, No. 75, eff. 4-1-62.

Pers 2.02 Revision of the classification plan. Amendments to or revision of the classification plan, including the creation of new classes, abolishment of existing classes and changes in concept of existing classes, e.g. subtitles, to meet the needs of the operating departments and agencies may be adopted by the board after taking into consideration the recommendation of the director. Such action shall be recorded in the minutes of the board.

History: Cr. Register, March, 1962, No. 75, eff. 4-1-62.

Pers 2.03 Class titles. (1) The title of a class shall be the official title of every position allocated to that class and shall be used in all reports, payrolls, and in all estimates requesting the appropriation of money for personal services.

(2) Any title, other than the official title, desired by the appointing officer may be used to designate any position for purposes of internal administration and in other connections not involving the personnel processes covered by the law or these rules.

History: Cr. Register, March, 1962, No. 75, eff. 4-1-62.

Pers 2.04 Class specifications. (1) **DEFINITION.** The established standards setting forth the class title, a description of the duties and responsibilities of the work and the minimum qualifications a person should possess to insure reasonable prospects of success on the job.

(2) **MAINTENANCE OF CLASS SPECIFICATIONS.** Editorial changes to class specifications not involving changes in the concept of the classes may be made by the director.

(3) **FORCE AND EFFECT OF CLASS SPECIFICATIONS AND THEIR VARIOUS PARTS.** (a) The statement of the duties and responsibilities is descriptive and not restrictive. It shall not be construed to limit or modify the power of the appointing officer to assign tasks, or direct and control the work of employes under his supervision. The use of a particular example as to duties shall not be held to exclude others not mentioned that are of similar kind or level, or to imply that all those mentioned must be performed by all so classified.

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(b) Qualifications commonly required of incumbents of positions of different classes, such as acceptable physical condition, freedom from disabling defects, United States citizenship, and residence within the state of Wisconsin except as otherwise provided in the law or rules, honesty, sobriety, and industry, shall be implied as qualification requirements for all classes even though they are not specifically mentioned in the specifications.

(c) The statement of qualification requirements in the specification for any class shall constitute the basis and source of authority for the tests to be included in examinations for the class and for the evaluation of the qualifications of applicants.

History: Cr. Register, March, 1962, No. 75, eff. 4-1-62.