

Chapter Pers 1

CLASSIFICATION PLAN

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(Section 16.105, Wis. Stats.)

Pers 1.01 Preparation and adoption of the classification plan. The schedule of classes in effect when these rules are approved, together with subsequent amendments and revisions shall constitute the classification plan for all positions in the competitive division of the classified service.

Pers 1.02 Revision of the classification plan. Amendments to or revisions of the classification plan, necessitated by the creation of new positions or changes in duties or responsibilities of individual positions, to meet the requirements of operating departments and agencies may be adopted by the board upon recommendation by the director, at any regular meeting of the board. Such action shall be recorded in the minutes of the board.

Pers 1.03 History: 1-2-56; r. Register, April, 1958, No. 28, eff. 5-1-58.

Pers 1.04 Establishing a position. If an appointing authority desires a position added to the establishment list for his department, he shall make formal request, describe the position, and explain the need for it. The director shall then allocate it to the appropriate class and enter it on the departmental establishment list.

History: 1-2-56; r. & recr. Register, April, 1958, No. 28, eff. 5-1-58.

Pers 1.05 Abolishing or discontinuing a position. The director shall remove a position from the department's establishment list upon recommendation of the appointing authority. Any position vacant for one year shall be dropped from the departmental establishment list unless the appointing authority gives reasons acceptable to the director for retaining it.

History: 1-2-56; r. & recr. Register, April, 1958, No. 28, eff. 5-1-58.

Pers 1.06 History: 1-2-56; r. Register, April, 1958, No. 28, eff. 5-1-58.

Pers 1.07 Reallocation of positions. (1) Appointing authorities shall give notice in writing to the director of material changes of a permanent nature in the duties and responsibilities of the positions occupied by their employes. If the facts warrant it, the position shall be reallocated or reclassified, and the establishment list revised accordingly.

(2) Any employe with permanent status whose position is reallocated shall be considered eligible to compete in any promotional examination held to fill the reallocated position.

(3) In any case in which the incumbent is ineligible to continue in a reallocated position, he shall be laid off only if he cannot be

transferred to another position for which he is eligible and the duties of which he is competent to perform.

History: 1-2-56; am. (1); renum. (3) to be (2); renum. (2) to be (3), Register, April, 1958, No. 28, eff. 5-1-58.

Pers 1.08 Allocation appeals. Whenever a position is reallocated or reclassified, the appointing officer and the incumbent employe shall be notified in writing. If the employe or appointing officer believes the allocation or reallocation to be incorrect on the basis that the specification on which the action was based does not adequately reflect the duties and responsibilities of the position, he shall, upon written request, be entitled to an appeal from such action. Any such appeal shall be made within 15 days from the effective date of such action, and such reallocation action shall be held in abeyance until the appeal has been disposed of.

History: 1-2-56; am. Register, April, 1958, No. 28, eff. 5-1-58.

Pers 1.09 Class specifications. (1) The director, subject to the approval of the board shall provide and may amend written specifications for each class in the classification plan. Each class specification shall set forth the class title, a description of the duties and responsibilities of the work, and the qualifications which a person should possess to insure reasonable prospects of success on the job. Editorial changes to class specifications not involving changes in the concept of the classes involved, may be made by the director.

(2) The specifications of the classes of positions in the classification plan, and their various parts, have the following force and effect:

(a) The definitions are descriptive and not restrictive. They 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 expression or illustration as to duties shall not be held to exclude others not mentioned that are of similar kind or quality, or to imply that all those mentioned must be performed by all so classified.

(b) Qualifications commonly required of incumbents of positions of different classes, such as acceptable physical condition, freedom from disabling defects, United States citizenship, 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: 1-2-56; am. (2) (b), Register, April, 1958, No. 28, eff. 5-1-58.

Pers 1.10 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, pay rolls, and in all estimates requesting the appropriation of money for personnel 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 any other connection not involving the personnel processes covered by the statute or these rules.