

Chapter Pers 3

POSITION CLASSIFICATION ACTIONS

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Pers 3.01 Establishing, abolishing or discontinuing a position. (1) **ESTABLISHING A POSITION.** (a) If an appointing officer has made budgetary provisions for a new position in his department and desires to fill the position, he shall make formal request, describe the duties and responsibilities of the position and provide other pertinent information requested by the director.

(b) The director shall then allocate the position to the appropriate class and enter it on the departmental establishment list.

(2) **ABOLISHING OR DISCONTINUING A POSITION.** (a) The director shall remove a position from the department's establishment list upon recommendation of the appointing officer.

(b) Any position vacant for one year shall be dropped from the departmental establishment list unless the appointing officer gives reasons acceptable to the director for retaining it.

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

Pers 3.02 Allocation, reallocation; definitions. (1) **ALLOCATION.** The initial assignment of a position to the appropriate class in the classification plan by the director as provided in subsection 16.105 (1m), Wis. Stats. ✓

(2) **REALLOCATION.** The reassignment of a position to a different class in the classification plan by the director as provided in subsection 16.105 (1m), Wis. Stats. based upon:

(a) Changes in the duties and responsibilities of a position. (Referred to as a *reclassification*).

(b) A change in concept of the class or series.

(c) The creation of new classes.

(d) Abolishment of existing classes.

(e) The reappraisal of the level of the class in terms of the total service.

(f) Selected classifications where the levels are differentiated by attainment of specified training and experience.

(g) The reassignment of a class to a different salary range.

(h) Any other circumstances covered by subsection 16.105 (1m), Wis. Stats. ✓

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

Pers 3.03 Reallocation of positions. (1) Appointing officers shall give notice in writing to the director of material changes of a permanent nature in the duties and responsibilities of positions. If the facts warrant, the director shall reclassify or otherwise reallocate

the position. Normally, filled positions will not be reclassified until the incumbents have carried the responsibilities for a period of at least 6 months.

(2) A competitive promotional examination may be required to fill a position reclassified or otherwise reallocated to a higher level when the director determines that the position should have originally been filled by promotion.

(3) The director may initiate classification surveys as may be required to meet the needs of the service. Positions covered by such surveys shall be reallocated by the director to the appropriate classification whenever he finds such action warranted.

(4) A competitive examination is required to fill certain reallocated positions. See section Pers 7.03.

(5) Whenever the director determines that positions are over-classified, appropriate action shall be taken as follows:

(a) If the incumbent of such position does not have permanent status in the position, the position shall be immediately reallocated to the proper classification.

(b) If the incumbent has permanent status in the position and his present salary is the same or less than the maximum of the salary range for the proper classification, the position shall immediately be reallocated to such proper classification.

(c) If the incumbent has permanent status in the position and his present salary is above the maximum of the salary range for the proper classification, the reallocation of his position shall be held in abeyance for one calendar year and no salary increases shall be given the incumbent during this period. Upon the expiration of the one year period the position shall be reallocated to the proper classification and the incumbent's salary adjusted to the maximum of the salary range for such proper classification.

(d) In any such action, every effort shall be made by the appointing officer and the bureau to transfer the employe to a position for which he is qualified. Any such employe, with approval of the director, shall be placed on the appropriate employment lists.

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

Pers 3.04 Reallocation Appeals. Whenever a position is reclassified or otherwise reallocated, the appointing officer and the incumbent shall be notified in writing. If the employe or appointing officer believes the classification action to be incorrect on the basis that the class 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 provided that a notice of such appeal is received by the board not more than 10 calendar days after receipt of notice of such action. The hearing shall be conducted pursuant to subsection 16.05 (1), Wis. Stats. within the time limitations consistent with section Pers 23.02.

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