

## 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, June, 1964, No. 102, eff. 7-1-64.

**Pers 2.02 Revision of the classification plan.** The director shall submit to the board requests for amendments to or revision of the classification plan to meet the needs of the various state agencies. These shall include the creation of new classes, abolishment of existing classes, and changes in concept of classes, which result in changes in allocation patterns, changes in the allocation of positions or changes in the kind or level of qualifications. The board may approve such requests after taking into consideration the recommendations of the director. Such action shall be recorded in the minutes of the board.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**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.

(3) When the unique character and qualifications of one or more positions in a class requires the use of subtitles, all personnel transactions shall be based on the classification *and* subtitle. Recruitment, examination and use of the employment list will be set up for the class and subtitle. The payroll title of appointees, and subsequent personnel actions such as transfer or layoff will also be based on class and subtitle.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 2.04 Class specifications.** (1) **DEFINITION.** Class specifications shall consist of 3 major parts: title; position standards; and qualification standards.

(a) Class titles shall be used as described in Wis. Adm. Code section Pers 2.03.

(b) Position standards shall include any or all of the following: subtitles, areas of specialization, definition, nature, character and

examples of work performed; allocation patterns, standards and factors; and such other information to facilitate allocation of positions to the appropriate classification. These position standards are descriptive and not restrictive, and they shall not be construed to limit or modify the power of the appointing officer to assign tasks or direct or control the work of employes under his supervision. The use of particular examples shall not be held to exclude others not mentioned that are of a similar kind or level, and are not to imply that all those mentioned must be performed by all persons whose positions are so classified.

(c) Qualifications standards shall contain a description of the desirable knowledges, skills, abilities, educational requirements, training requirements, experience requirements or any such other credentials which a person should possess to insure reasonable prospects of success in the position, area of specialization, subtitle, or class as described in the position standards. These standards shall be considered basic guidelines and shall not preclude more definitive nor more general statements in recruitment announcements, providing that the kind and level of qualifications are not decreased.

(2) FORCE AND EFFECT OF CLASS SPECIFICATIONS AND THEIR VARIOUS PARTS. (a) The position standards part of the specifications shall be the basic authority for the allocation of positions to a class and the qualification standards shall be the source of authority for all phases of the selection process for any class or position therein.

(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.

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.