

Chapter Pers 1

CLASSIFICATION PLAN

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(Sections 16.105 (1) and 16.105 (1m) 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 Establishment list. The director shall maintain for each employing department an "establishment list" showing by classes the number of classified positions duly established and maintained. No change in any such list shall be made by any organization unit except to fill a vacancy in an established position or a newly created one, except as provided below.

Pers. 1.04 Establishing a position. Before establishing a new position, the appointing authority shall submit a preliminary statement of such information relative to the position as may be requested by the director. The director shall review the information submitted and advise the appointing authority of the results of the review. However, at the request of the appointing authority the director shall allocate the position to an appropriate class and add such new position to the employing department's establishment list.

Pers 1.05 Abolishing or discontinuing a position. The appointing authority shall submit such information as the director may request relative to each position which has been vacant for a period of 6 months or to each filled position which the appointing authority may wish to abolish. The director, after reviewing the information submitted shall, if the facts justify, discontinue or abolish such position and remove it from the employing department's establishment list.

However if qualified candidates are not available, any vacant position shall at request of the appointing authority remain on the establishment list.

R **Pers 1.06 Allocation of positions.** It shall be the responsibility of the director to allocate each position to an appropriate class on the basis of its duties, difficulty and responsibility.

am **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.

Revised 1.07(3) (2) 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.

Revised 1.07(2) (3) 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.

am **Pers 1.08 Allocation appeals.** An employe or appointing officer affected by any allocation or reallocation shall be given written notice thereof. If the employe or appointing officer believes the allocation or reallocation to be incorrect on the basis that the job description 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.

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.

am (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 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.

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.