

## Chapter Pers 3

## POSITION CLASSIFICATION ACTIONS

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**Pers 3.01 Establishing a position.** (1) If an appointing authority has made budgetary provisions for a new position in his agency and desires to fill the position he shall in writing describe the duties, responsibilities and essential qualifications of the position and provide other pertinent information required by the director.

(2) The director shall then allocate the position to the appropriate class.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

**Pers 3.02 Allocation, reallocation, regrade, reclassification, definitions.** (1) **ALLOCATION.** The initial assignment of a position to the appropriate class by the director as provided in section 16.07 (2), Wis. Stats.

(2) **REALLOCATION.** The assignment of a position to a different class by the director as provided in section 16.07 (2), Wis. Stats., based upon:

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

(b) The creation of new classes.

(c) The abolishment of existing classes.

(d) The reappraisal of the level of the class in terms of the total service such as that resulting from personnel management surveys.

(e) The correction of an error in the previous placement of a position.

(f) The redefinition of the duties and responsibilities of a vacant position.

(g) Reclassification as provided in subsection (4).

(3) **REGRADE.** The action by the director under section 16.07 (2) (d), Wis. Stats., following the reallocation of a filled position, which results in the determination that consideration of other employes to fill the position is not necessary, and therefore the incumbent remains in the position.

(4) **RECLASSIFICATION.** The reallocation of a filled position to a different class and the subsequent regrading of the incumbent by the director as provided in section 16.07 (2) Wis. Stats., based upon:

(a) A logical and gradual change to the duties and responsibilities of a position.

(b) Attainment of specified training and experience, and demonstrated performance by an incumbent in a position identified in a classification series where the class levels are differentiated on this basis.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (2) (g), Register, September, 1975, No. 237, eff. 10-1-75.

**Pers 3.03 Reallocation or reclassification of positions.** (1) As the needs of the service require, the director shall reallocate or reclassify positions. Appointing authorities shall notify the director of any changes in the duties of individual positions in accordance with the procedures established by the director.

(2) Normally, filled positions will not be reclassified until the incumbent has carried the duties and responsibilities for a period of at least 6 months.

(3) All reclassification requests for classes not specifically delegated to appointing authorities must be reviewed and a specific action recommended by the appointing authority prior to a review by the director except in those cases where the reclassification action is initiated by the director, or the appointing authority requests a review of the appropriateness of the classification of a position.

(4) When a nondelegated reclassification request submitted in writing by an employe is denied by the appointing authority, the employe shall be so notified in writing by the appointing authority. If the incumbent feels that the decision of the appointing authority is incorrect, he or she may submit to the appointing authority a written request for further review by the director. Such request shall be forwarded to the director by the appointing authority along with a copy of the agency denial letter and any other pertinent materials.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, September, 1975, No. 237, eff. 10-1-75.

**Pers 3.04 Notice of reallocation or reclassification.** Whenever a position is reclassified or reallocated, the appointing authority shall be notified in writing. The appointing authority shall then notify the incumbent in writing.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, September, 1975, No. 237, eff. 10-1-75.

**Pers 3.05 Classification appeals.** If the employe believes the classification action of the director or his designated representative to be incorrect, or if the appointing authority believes the classification action of the director to be incorrect on the basis of the class specifications, the employe/appointing authority shall, upon written request, be entitled to appeal such action as provided in Wis. Adm. Code chapter Pers 26.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, September, 1975, No. 237, eff. 10-1-75.