

Chapter Pers 2

CLASSIFICATION PLAN

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Pers 2.01 Classification plan. The classification plan for all positions in the classified service is made up of classes described in class specifications and assigned to pay rates or ranges after board approval in accordance with the provisions of s. 230.09 (2) (b), Stats. For the purpose of these rules, class and classification are synonymous.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

Pers 2.02 Classification plan maintenance. (1) The administrator shall establish and maintain a classification plan using job evaluation methods which, in the administrator's judgment, are appropriate to the class or occupational groups.

(2) Each class shall include all positions which are comparable with respect to authority, responsibility and nature of work required; and shall be so constituted that the same pay range can be applied to all positions in the class under similar working conditions.

(3) When assigning a class to a pay range, the administrator shall apply the principle of equal pay for work of equivalent skills and responsibilities.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

Pers 2.03 Class titles. (1) The official class title is the generic title established by action taken under s. 230.09 (1) (b), Stats. Any title other than the official class title may be used by the appointing authority as a working title to designate positions for purposes of internal administration as long as the working title is consistent with terminology in s. 15.02, Stats., regarding the position's relative placement in the internal organizational structure. Working titles shall have no effect on the personnel processes covered by the law or these rules.

(2) The official subtitle is a secondary explanatory title which is used to identify positions whose duties distinguish them from other positions in the same class in terms of the qualifications required for successful performance in the position. Designation of a subtitle shall be based on position analysis and is subject to the approval of the administrator. Personnel processes such as recruitment, examination, certification, or layoff, may be based on both the class title and subtitle.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

Pers 2.04 Class specifications. (1) Class specifications define the nature and character of the work of the class through the use of any or all of the following: definition statements; listings of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors;

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statements of inclusion and exclusion; and such other information necessary to facilitate the assignment of positions to the appropriate classification.

(2) Class specifications shall be the basic authority for the assignment of positions to a class.

(3) Class specifications shall not be construed to limit or modify the power of the appointing authority to assign tasks or direct or control the work or subordinate employees. The use of specific examples of work in a class specification shall not be held to exclude the assignment of other work not mentioned which is of a similar level and kind, nor is it implied that all stated examples of work must be performed by all employees whose positions are so classified.

History: Cr. Register, October, 1972, No. 202, eff. 3-1-72; r. and recr. Register, February, 1981, No. 302, eff. 3-1-81.