



HR Guide

# Classification & Compensation

**NEBRASKA**

Good Life. Great Service.

DEPT. OF ADMINISTRATIVE SERVICES

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# 1.0 STATE PERSONNEL OVERVIEW

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## 1.1 INTRODUCTION:

The Department of Administrative Services (DAS) was established by State Statute § [81-101](#) and is responsible for providing centralized support services to state agencies, boards, and commissions. State Personnel is a division within DAS that works collaboratively with state agencies to provide services and support to Public Servants and leaders in a variety of areas.

State Personnel's focus is on delivering efficient, effective, and customer-focused support and consultative services through innovative talent acquisition and retention strategies, coordinating total rewards efforts including data-driven classification and compensation systems, wellness and benefits offerings, and employee recognition and engagement activities, centralizing training and development services aligned with agency needs, and providing consistent personnel policies and practices supported by human resource management systems.

Subdivisions within State Personnel include:

- Employee Relations
- Talent Acquisition & SOS Temporary Employee Program
- Classification & Compensation
- Teammate Engagement
- Wellness & Benefits
- Training & Development

This guide was developed in conjunction with the information outlined in the State Personnel Rules & Regulations as well as the Labor Contracts to assist state agencies with navigating Classification & Compensation functions. The information provided in this guide is not intended to replace any of the information outlined in the Rules & Regulations or Labor Contracts. Rather, the intent of this guide is to provide instruction and insight on internal process flows with the purpose of assisting state agencies to navigate through centralized processes provided by the State Personnel Division in relation to Classification & Compensation functions.

## 1.2 STATUTES:

A variety of Nebraska Revised Statutes describe the purpose and responsibilities of the State Personnel Division. Statutes § [81-1301](#) through 81-1316 are the statutes directly applicable to the State Personnel Division, and the responsibilities stated in those statutes are described below:

- Promote economy and efficiency in state government through the selection, employment, and effective utilization of qualified persons in all departments and agencies of the state.
- Provide equal opportunity to qualified persons for employment on the basis of ability.
- Avoid salary competition among government departments and agencies to secure or retain the services of equally qualified employees for similar positions in the state's employ.

- Retain maximum authority and responsibility at the department and agency level for decisions to select or to terminate employees and for other facets of personnel management as may be consistent with the rulemaking authority of the personnel division for the development of uniform state personnel administrative procedures.
- Establish the necessary procedures to assure reasonably uniform and consistent personnel practices and provide a reliable basis for personnel cost projections and staffing patterns.
- Establish uniform control over the description of and compensation for positions in all departments and agencies so that position titles and duties have similar meanings throughout the state service and provide equal pay for persons holding similar positions in the state's service.

### **Duties of the Director of Personnel**

Nebraska Rev. Statute § [81-1307](#) specifically describes the duties of the Director of Personnel. The Director of Personnel shall be responsible for the administration of the personnel division. Subject to the review powers of the State Personnel Board, the Director shall be responsible for development of recommendations on personnel policy and for development of specific administrative systems and shall have the authority to adopt, promulgate, and enforce Rules and Regulations pertaining thereto. The Director shall be responsible for specific administrative systems including, but not limited to, the following:

#### ***Employment Services***

- General employment policies and procedures
- Position classification plans
- Job descriptions
- Class specifications
- Salary or pay plans
- Staffing patterns
- Recruiting of qualified applicants for employment and the maintenance of qualified applicants for employment for all positions in state government

#### ***Personnel Records***

- A system of records and statistical reports containing general data on all employees, including current salary levels and such other information as may be required by the operating needs of state departments and agencies and the budget division.
- Standards for the development and maintenance of personnel to be maintained within operating departments of state government.

#### ***Personnel Management***

- Minimum standards for evaluation of employee efficiency and a system of regular evaluation of employee performance.



- Administrative guidelines governing such matters as hours of work, promotions, transfers, demotions, probation, terminations, reductions in force, salary actions, and other such matters as may not be otherwise provided for by law.
- Administrative policies and general procedural instructions for use by all state agencies relating to such matters as employee benefits, vacation, sick leave, holidays, insurance, sickness and accident benefits, and other employee benefits as the Legislature may from time to time prescribe.
- A system of formally defined relationships between the personnel division and departments and agencies to be covered by the State Personnel System.

#### ***Salary and Wage Survey***

- Measuring, through the use of surveys, the State's comparative level of employee compensation with the labor market.

#### ***Staffing Patterns***

- Staffing patterns for each department and agency of state government that conform to those authorized by the budget division.
- Revisions to staffing patterns of all departments and agencies that have been approved by the budget division.
- Merit increases provided for any employee of the State that are the result of positive action by the appropriate supervisor.
- The State's pay plan, as enacted by the Legislature, together with such amendments as may occur, is explained in appropriate handbooks for employees of the State.

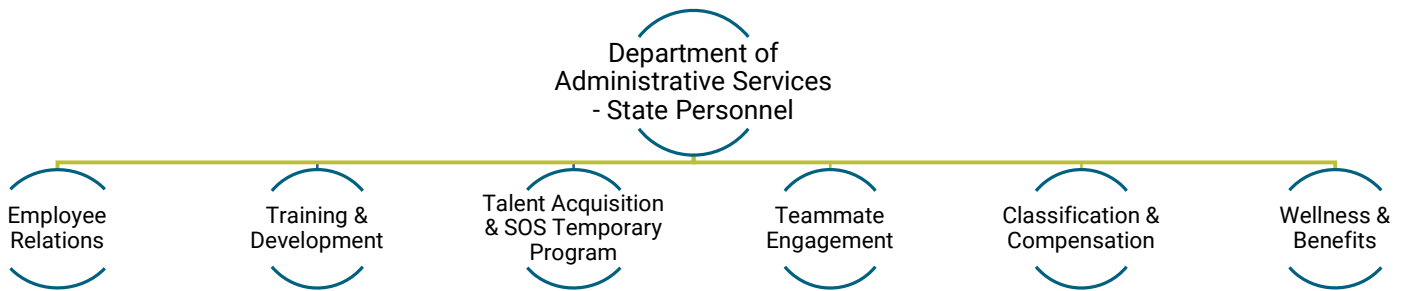
#### ***Temporary Employees***

- The Director shall administer the Temporary Employee Pool containing applicants from which state agencies can draw when in need of a short-term labor supply.
- State agencies must receive approval from the Director before hiring any temporary employee.

#### ***Employee Recognition Program***

- The Director shall administer an employee recognition program for state employees. The program shall serve as the authorized program for honoring state employees for dedicated and quality service to the government of the State of Nebraska.

**1.3 STATE PERSONNEL STRUCTURE:** The State Personnel Division is a division within the greater Department of Administrative Services. The functional areas of the State Personnel Division include:



**Employee Relations**

Responsible for administration and negotiations of State Labor Contracts along with the developing and coordinating the approach to industrial relations consultation and training. This includes responsibility for conducting good faith bargaining with all parties working toward the goal of mutually acceptable collective bargaining agreements.

**Training & Development**

Responsible to help state employees advance and reach their career goals by providing them with opportunities to increase their knowledge, skills, and experiences through learning opportunities. ([das.statetraining@nebraska.gov](mailto:das.statetraining@nebraska.gov))

**Talent Acquisition & SOS Temporary Program**

The State Personnel Talent Acquisition Team partners with State of Nebraska agencies seeking to connect talent with meaningful careers by liaising with the recruitment and application system, managing the State of Nebraska’s temporary employment program (SOS), and marketing the State of Nebraska as an employer of choice and consulting on talent acquisition best practices.

The SOS Temporary Program offers temporary employment solutions to state agencies, boards, and commissions for a variety of reasons: to fill in for permanent employees who are on leave, internships, grant-funded positions, to work on special projects, to fill in for short-term increases in workload, or during interim periods while advertising to fill a permanent position. ([State.TempProgram@nebraska.gov](mailto:State.TempProgram@nebraska.gov))

**Teammate Engagement**

Teammate engagement is responsible for employee recognition (including excellence in leadership honors and excellence in state service honors), charitable initiatives (including charitable giving, state campaign against hunger, and state employee blood drives), and the discount program/savings marketplace. ([as.teammateengagementandrecognition@nebraska.gov](mailto:as.teammateengagementandrecognition@nebraska.gov))

**Classification & Compensation**

Provides administrative, analytical, and advisory services related to the State’s classification and compensation program. The Classification & Compensation team is responsible for designing and maintaining an efficient and equitable process to group job duties and responsibilities into various job classes that provide the basis for recruitment, compensation, and other management decisions. ([DAS.classandcomp@nebraska.gov](mailto:DAS.classandcomp@nebraska.gov))

**Wellness & Benefits**

Responsible for the administration of the benefits and wellness programs available. ([as.employeebenefits@nebraska.gov](mailto:as.employeebenefits@nebraska.gov))

## 1.4 STATE PERSONNEL SYSTEM:

Only Classified State Agencies are subject to the Classified System Personnel Rules. These agencies also include certain boards and commissions. Non-classified Agencies, or Constitutional Agencies, are not required to follow these rules. Classified & Non-Classified Agencies, Boards, or Commissions are listed in the chart below:

**Classified Agencies:** Classified Agencies are in the State Personnel System.

Abstracters Board of Examiners	Hemp Commission
Accountability & Disclosure Commission	History Nebraska
Administrative Services	Indian Affairs Commission
African American Affairs	Insurance
Agriculture	Investment Council
Arts Council	Labor
Banking and Finance	Land Surveyor's Board
Barber Examiners Board	Landscape Architects Board
Blind & Visually Impaired Commission	Latino-American Commission
Corn Board	Library Commission
Correctional Services	Liquor Control Commission
Crime Commission	Military/Emergency Management
Dairy Industry Development Board	Motor Vehicles
Deaf & Hard of Hearing Commission	MV Industry Licensing Board
Dry Bean Commission	Natural Resources
Dry Pea and Lentil Commission	Nebraska Tourism Commission
Economic Development	Oil and Gas Conservation Commission
Educational Telecommunications Commission	Board of Parole
Electrical Board	Power Review Board
Engineers and Architects Board	Public Accountancy Board
Environment and Energy	Racing & Gaming Commission
Equal Opportunity Commission	Real Estate Commission
Ethanol Board	Real Property Appraiser Board
Fire Marshal	Retirement Systems
Foster Care Review Board	Revenue
Game & Parks Commission	State Patrol
Geologists Board	Transportation
Grain Sorghum Board	Veterans Affairs
Health & Human Services	Wheat Board

**Non-Classified Agencies:** Non-Classified agencies are outside the State Personnel System in accordance with Nebraska State Statute § [81-1316](#).

Attorney General	Public Service Commission
Brand Committee	Secretary of State
Coordinating Commission for Postsecondary Ed.	State Auditor
Education	State Colleges
Educational Lands and Funds	State Treasurer
Governor	Supreme Court
Industrial Relations Commission	Tax Equalization and Review Commission
Legislature	University of Nebraska
Lieutenant Governor	Workers Compensation Court
Public Advocacy Commission	

The State Personnel Division supports the agencies within the Classified System by providing a variety of services in the areas of talent acquisition, retention and recruitment, benefits and total rewards, classification and

compensation, teammate recognition and engagement, personnel policy, and training and development. Whether an employee is covered by the State Personnel Rules, a Labor Contract, or is a discretionary or at-will employee determines what services the State Personnel Division will provide, or whether or not the State Personnel Rules apply. The Classification & Compensation team within State Personnel also provides a variety of customer focused services to the agencies and their employees.

Below is a list of the Classification & Compensation services associated with either Rules Covered, Contract Covered, or Discretionary/At-will Employees:

Rules Covered Employees	Contract Covered Employees	Discretionary/At-will Employees
<ul style="list-style-type: none"> <li>● Position Classification (to include reclassification or creating new positions)</li> <li>● In-Grade salary adjustments</li> <li>● Advanced hiring rate adjustments</li> <li>● Promotional advanced hiring rate adjustments</li> <li>● Job specification updates and changes</li> <li>● Bargaining Unit changes</li> <li>● Pay line adjustments</li> <li>● Straight Time Overtime</li> <li>● Personnel Records</li> <li>● Furlough/Layoff policy &amp; plan review and approval</li> <li>● Answer questions regarding State Personnel Rules &amp; Regulations</li> </ul>	<ul style="list-style-type: none"> <li>● Position Classification (to include reclassification or creating new positions)</li> <li>● In-Grade salary adjustments (in conjunction with Employee Relations)</li> <li>● Advanced hiring rate adjustments</li> <li>● Job specification updates and changes</li> <li>● Bargaining Unit changes</li> <li>● Pay line adjustments</li> <li>● Personnel Records</li> <li>● Furlough/Layoff policy &amp; plan review and approval</li> <li>● Assisting with questions regarding Labor Union Contracts</li> </ul>	<ul style="list-style-type: none"> <li>● Track discretionary positions</li> <li>● Acknowledgment of filling discretionary non-classified positions</li> </ul>



## 2.0 CLASSIFICATION & COMPENSATION

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### 2.1 OVERVIEW:

The Classification & Compensation team within State Personnel provides administrative, analytical, and advisory services related to the State's classification and compensation programs. This unit designs and maintains an efficient and equitable process that groups job duties and responsibilities into various job classes. These classes provide the basis for recruitment, compensation, and other management decisions. The Classification & Compensation team is responsible for developing new compensation initiatives and working with AS Employee Relations Division on salary surveys and wage administration.

The Classification & Compensation team is responsible for answering inquiries concerning the Classified System Personnel Rules & Regulations and initiatives providing advisory services to state agencies concerning classification and compensation issues and developing new initiatives. The Employee Relations Division answers inquiries concerning Labor Contracts, grievances, and appeals.

This guide is designed to complement the State Personnel Rules & Regulations as well as the Labor Contracts to assist state agencies and allow for step-by-step instructions for navigating Classification & Compensation functions as well as addressing questions that are frequently asked by agencies. *Please note that from this point forward "State Personnel" is utilized in reference to the Classification & Compensation team.*

### 2.2 CLASSIFIED SYSTEM PERSONNEL RULES & REGULATIONS:

The Nebraska Classified System Personnel Rules & Regulations, otherwise known as the "Rules" were created to comply with statutes to ensure consistency across the enterprise. These Rules apply equally to all agencies and employees covered by the State Personnel System unless otherwise noted. Agency heads are responsible for the application of these Rules within their Agency and ensuring all employees comply with provisions of these Rules. The most recent update occurred in December of 2021. The Classification & Compensation team in conjunction with the State Personnel Director is also charged with interpretation of these Rules as they relate to classification and compensation functions.

The Rules cover a wide range of topics intended to provide consistency throughout state government, and to meet statutory obligations. Some items addressed in the Rules include employee recruitment and selection, temporary employment, probationary periods, classification, salary administration, overtime, leave, personnel records, reduction-in-force, discipline, grievances, and performance management.

Although many state employees are Labor Contract covered, a few sections of the State Personnel Rules are still applicable to those employees because they are within the Classified System. For example, all employees' positions are subject to job classification. Please note that matters not otherwise outlined by the Labor Contracts default to the State Personnel Rules.

### 2.3 TYPES OF POSITIONS:

Employment status of employees within the Classified System may vary. The type of employment an individual may have should be disclosed at the time an offer of employment is extended. Classification & Compensation actions are dependent upon assigned responsibilities; however, the type of position and related employment status will be a determining factor on which processes are to be followed by the employing agency, and whether State Personnel

would have any involvement in related requests. See below table for Classification & Compensation involvement with each type of positions.

Permanent Positions	Temporary Positions	Discretionary/Non-Classified Positions
<ul style="list-style-type: none"> <li>✓ Compensation Requests               <ul style="list-style-type: none"> <li>+Advanced Hire</li> <li>+In-Grade</li> </ul> </li> <li>✓ Classification Reviews               <ul style="list-style-type: none"> <li>+Filled</li> <li>+Vacant</li> <li>+New Positions</li> </ul> </li> <li>✓ Class Specifications               <ul style="list-style-type: none"> <li>+Create</li> <li>+Revise</li> <li>+Maintain</li> </ul> </li> <li>✓ Other Functions               <ul style="list-style-type: none"> <li>+Bargaining Unit Changes</li> <li>+Straight Time Overtime (STOT)</li> <li>+Double Fill</li> <li>+Working out of Class</li> <li>+Understaffing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Compensation Requests               <ul style="list-style-type: none"> <li>+Advanced Hire</li> <li>+In-Grade</li> </ul> </li> <li>✓ Classification Reviews               <ul style="list-style-type: none"> <li>+Filled</li> <li>+Vacant</li> <li>+New Positions</li> </ul> </li> <li>✓ Class Specifications               <ul style="list-style-type: none"> <li>+Create</li> <li>+Revise</li> <li>+Maintain</li> </ul> </li> <li>➤ <u>SOS Temporary</u> – Submit directly to SOS as the employer for next steps</li> </ul>	<ul style="list-style-type: none"> <li>✓ Track Discretionary Positions</li> <li>✓ Acknowledgement of filling discretionary non-classified (N00700) positions</li> <li>➤ <u>Class &amp; Comp does not have involvement with:</u></li> <li>✗ Classification Reviews</li> <li>✗ Class Specifications</li> <li>✗ Compensation Requests</li> </ul>

Definitions of position types are listed below:

**Permanent:** This is a full-time equivalent (1.0 FTE), or part-time (such as 0.5 FTE) position that is assigned regular responsibilities and utilized by an agency in an ongoing and continuous basis.

**Temporary Employee:** An employee can be hired for a limited period of time in one of three categories: (1) for less than six months; (2) for six to 12 months or 2080 hours; or (3) term for grant funded positions or special projects. Temporary employee’s may be hired by SOS, or by the state agency for which they work.

**Discretionary/Non-Classified:** Chapter 1 of the Classified System Personnel Rules describes in full the use of at-will and discretionary positions. Nebraska Revised Statute § [81-1316](#) describes these positions that are not covered by the Classified System. This statute exempts certain agencies (such as the court system, and the Public Service Commission) in addition to a number of positions (such as Agency heads and some medical and examining positions). These positions are considered at-will positions.

This statute also allows discretionary positions based on an agency’s size. The purpose of utilizing discretionary employees is to allow Agency heads the opportunity to recruit, hire and supervise critical, confidential, or policy making personnel without restrictions from selection procedures, compensation rules, career protections and grievance privileges. Persons in these positions are paid salaries set by the Agency head.

When agencies desire to create a discretionary non-classified position, the Agency shall submit to the Director of State Personnel a notification to create a new position or to change a current position. The notification should also contain a listing of the number of employees in the Agency for determination of the appropriate number of eligible discretionary non-classified positions.

Questions often arise about the process required to hire a current classified employee into a discretionary non-classified position. This practice is acceptable; however, the process requires a voluntary written statement of agreement by the classified employee. The process for filling discretionary/non-classified positions will be covered in a later section of this guide.

Agencies are not allowed to convert a discretionary non-classified employee into a classified position while the position is occupied. Discretionary employees who wish to occupy classified positions must apply for vacancies to be considered for those positions.

Vacant discretionary, non-classified positions may be converted to classified positions through the classification process. Agencies must prepare and submit a PDQ (position description questionnaire) to the DAS Classification & Compensation team to initiate this process.

Both discretionary, non-classified employees and at-will employees serve at the pleasure of the appointing authority and are not subject to the Rules and Regulations of the Classified Personnel System.

## **2.4 BARGAINING UNITS:**

In Nebraska State government, various bargaining units and employee groups exist in conjunction with the employees' right to organize for the purpose of collective bargaining. They are organized in a manner that groups together employees' whose job classifications are occupationally and functionally similar and who share a common interest. These units and groups, and the Rules and Regulations that govern them, were established in conjunction with the State Employees Collective Bargaining Act (LB661, Neb. Rev. Stat. [81-1369](#) to 81-1388) and the Industrial Relations Act (LB809, Neb. Rev. Stat. [48-801](#) to 48-839)

The various bargaining units and employee groups are denoted by a single letter, which can be found at the beginning of a job code. These delineate between the different units and groups, but also indicate if a position is covered by a specific Labor Contract or covered by State Personnel Rules. The NAPE (Nebraska Association of Public Employees) Contract has eight bargaining units. Whereas Rules (Title 273) Covered consists of 6 bargaining units.

Apart from NAPE, other Labor Contracts include SLEBC (State Law Enforcement Bargaining Council), FOP (Fraternal Order of Police) represent specific sectors and SCATA (State Code Agencies Teachers Association). These units, marked by distinct codes, cater to different job categories across state government such as law enforcement, public safety services and teaching.

The distinct bargaining unit codes serve as identifiers for union contracts, categorizing roles within Nebraska State Government and delineating the contractual provisions governing employees' rights, responsibilities, and classification. When looking at a complete job code, the bargaining units and employee groups are identified by a single letter positioned at the beginning. This particular code system aids in categorizing and differentiating roles and provides a clear structure for classifying positions.

- **For example:** A Federal Aid Administrator I classification that falls under the Administrative Professional (A code) bargaining unit is **A19611**
- **A19611** - "A" signifies the unit coverage (Administrative Professional) indicator for that role
- **A19611** - "19" represents the broad occupational category (Accounting)
- **A19611** - "61" denotes the serial number identifying specific classifications within that category
- **A19611** - "1" designates the skill level, highlighting the classification level within the occupation

It is important to note that a classification could be assigned to one of several bargaining units or employee groups. The Administrative Programs Officer II classification, for example, could be assigned to the A (Administrative Professional), K (Confidential), V (Supervisory), or R (Temporary) bargaining unit or employee group. This would be determined based on the context of the position. In this example, if the employee is assigned a supervisory role over direct reports, the job code would be V09012; if they are handling confidential employee information or dealing with Labor Contract issues, the code would be K09012; and if they were not supervising staff or dealing with specific information as previously mentioned, and only performing administrative work, the code would be A09012.

There are some employees who are specifically excluded from Labor Contract bargaining units and are instead assigned to one of the aforementioned non-contract, employee groups. These would include all employees of the Division of Employee Relations and State Personnel within the Department of Administrative Services. This is due to the nature of those positions in relation to their impact on bargaining in the Labor Contract. In addition, supervisory or managerial personnel are prohibited from entering into a bargaining unit with rank-and-file employees and may not retain the same bargaining agent.

In addition, there are a number of other public employees who are excluded from bargaining unit or employee group coverage, and the State Personnel System in general, because they are hired as discretionary non-classified employees and/or work within one of the non-classified, or constitutional agencies outlined above. Please refer to the list on page 6 for reference to which agencies are classified and which are non-classified. Classified Agencies do have the authority to hire discretionary non-classified staff, however, the number is dictated by the size of the Agency, and those employees serve at the discretion of the Agency head. Personnel within the office of the Secretary of State, the Supreme Court, the Public Service Commission, or the University of Nebraska, for example, would fall within this category because they are Non-Classified agencies. Exclusions are outlined in statute and can primarily be found in Neb. Rev. Stat § [81-1316](#).

The specific bargaining unit and non-contract employee group codes and descriptions are listed below and can also be found in the Pay Plan.

### **NAPE Contract Covered Bargaining Units:**

#### **A - Administrative Professional**

Composed of professional employees with general business responsibilities, including accountants, buyers, personnel specialists, information technology personnel and similar classes.

#### **C - Social Services and Counseling**

Composed of generally professional level workers providing services and benefits to eligible persons, including job service personnel, income maintenance personnel, social workers, counselors and similar classes.

#### **E - Engineering, Science, and Resources**

Composed of specialized professional scientific occupations, including civil and other engineers, architects, chemists, geologists, and surveyors and similar classes.

#### **H - Health and Human Care Professional**

Composed of community health, nutrition and health service professional employees, including nurses, psychologists, pharmacists, dietitians, licensed therapists and similar classes.

#### **I - Health and Human Care Non-Professional Bargaining Unit**

Composed of institutional care classes, including nursing aides, psychiatric aides, therapy aides and similar classes.



**M - Maintenance, Trades, & Technical**

Composed of generally recognized blue collar and technical classes, including highway maintenance workers, carpenters, plumbers, electricians, print shop workers, auto mechanics, engineering aides and associates and similar classes.

**S - Administrative Support**

Comprised of clerical and administrative non-professional classes, including typists, secretaries, accounting clerks, computer operators, office service personnel, and similar classes.

**X - Examining, Inspection, & Licensing**

Composed of employees involved in inspecting, examining, or licensing people or facilities, including motor vehicle investigators, securities analysts, agriculture inspection specialists, and health licensing specialists.

**Rules Covered: Non-Contract Bargaining Units and/or Employee Groups and Descriptors:****G - Management Group**

Composed of jobs performing senior policy making and higher level managerial/ administrative functions essential to the overall mission of the agency, board, or commission.

**K – Confidential**

Composed of specific positions at any occupational level which handle information or provide advice pertinent to the development, negotiation, and/or interpretation of application of Labor Contracts, or issues related to such agreements, including human resource administrators, personnel managers/specialists, and similar jobs.

**V - Supervisory Group**

Composed of supervisors as defined in Neb. Rev. Statute § 48-801. This statute defines a supervisor as any employee having authority, in the interest of the employer, to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not a merely routine or clerical nature, but requires the use of independent judgment.

**D – Doctors**

Composed of jobs providing physician, dental or other medical services requiring extensive preparation and state licensure or certification by the state in a specific field of endeavor. Includes classes such as doctors, dentists, pharmacists, nurse practitioners, physician assistants and other classes.

**R - Temporary Group**

Composed of positions and job classes staffed by employees who are hired for a limited period of time and are not working on an on-going and continuous basis.

**W - Rules Covered Classes Not Fitting Into Any Other Bargaining Unit****FOP Contract Covered Bargaining Unit:****P - Protective Services**

Comprised of institutional security personnel, including correctional officers, building security guards, and similar classes.

**SLEBC Contract Covered Bargaining Unit:**

**L - Law Enforcement**

Composed of employees holding powers of arrest, including Nebraska State Patrol officers and sergeants, conservation officers, fire marshal personnel and similar classes. Law enforcement personnel are covered under the SLEBC Labor Contract.

**SCATA Contract Covered Bargaining Unit:**

**T - Teachers Association**

Composed of employees required to be licensed or certified as a teacher. Teachers are covered under the SCATA Labor Contract.

**Discretionary, Non-Classified, Other Groups:**

**N - Non-Classified**

Composed of specific positions, job classes or occupations not covered by the State Personnel Classified System. Positions which are coded N, are considered as discretionary or at-will.

**Z - Miscellaneous**

Composed of miscellaneous non-classified positions/employees that are not eligible for any benefits.

The **Broad Occupational Categories** are listed below and can also be found in the Pay Plan:

- |   |  |  |
|---|--|--|
| <b>00</b> – Executive                       | <b>33</b> – Public Information                                   | <b>62</b> – Inspections                        |
| <b>01</b> – Clerical/Administrative Support | <b>35</b> – Broadcast Technology                                 | <b>64</b> – Law Enforcement                    |
| <b>02</b> – Records Management              | <b>37</b> – Library/Art  | <b>65</b> – Fire Safety                        |
| <b>03</b> – Office Services                 | <b>39</b> – Historic Preservation                                | <b>66</b> – Corrections                        |
| <b>04</b> – Procurement                     | <b>41</b> – Tourism  | <b>67</b> – Juvenile Services                  |
| <b>05</b> – Supply/Warehousing              | <b>43</b> – Game and Parks                                       | <b>68</b> – Emergency Management               |
| <b>07</b> – Information Technology          | <b>45</b> – Environment  | <b>69</b> – Unemployment Insurance             |
| <b>08</b> – Electronics Technology          | <b>47</b> – Agriculture  | <b>70</b> – Workforce Development              |
| <b>09</b> – General Administration          | <b>49</b> – Economic Development                                 | <b>72</b> – Client Services/Counseling         |
| <b>11</b> – Training                        | <b>51</b> – Energy   | <b>73</b> – Human Services                     |
| <b>13</b> – Research and Statistics         | <b>53</b> – Sciences/Laboratory                                  | <b>74</b> – Health                             |
| <b>15</b> – Planning                        | <b>55</b> – Professional Engineering, Architecture and Surveying | <b>75</b> – Nursing                            |
| <b>17</b> – Personnel                       | <b>56</b> – Paraprofessional Engineering, Design and Surveying   | <b>76</b> – Facility Care                      |
| <b>19</b> – Accounting                      | <b>57</b> – Capital Project/Program Services                     | <b>77</b> – Treatment Services                 |
| <b>21</b> – Auditing and Examining          | <b>59</b> – Aviation   | <b>78</b> – DHHS Administration                |
| <b>23</b> – Investment and Banking          | <b>60</b> – Motor Vehicles                                       | <b>79</b> – Personal Services                  |
| <b>25</b> – Insurance                       | <b>61</b> – Public Safety Communications                         | <b>80</b> – Food Services                      |
| <b>27</b> – Real Estate                     |  | <b>82</b> – Building and Grounds               |
| <b>29</b> – Revenue                         |  | <b>84</b> – Highway Maintenance                |
| <b>31</b> – Legal                           |  | <b>86</b> – Printing and Duplications Services |

## 3.0 CLASSIFICATION FUNCTIONS

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### 3.1 OVERVIEW:

State Personnel, Classification & Compensation, as charged by statute, is responsible to establish uniformity over the description of and compensation for positions in all departments and agencies so that position titles and duties have similar meaning throughout the state. Positions performing similar duties and responsibilities should be treated equitably in terms of pay.

Every state employee occupies a single, unique position. Any one position or group of positions can be grouped into a job classification based on their kind of work being performed and the minimum qualifications required to perform that work. A **job classification** is defined as a group of positions with the same or substantially similar kinds of work/responsibilities and levels of work. Each job classification or class has an identifying class code and are assigned to a pay range. Classifications are an organized approach for arranging positions to facilitate a variety of personnel functions including recruitment, selection, salary administration, and movement of employees/positions. Each classification is defined by an official document called a **class specification** that includes the broad-duties and responsibilities representative of that class. Only the State Personnel Classification & Compensation team can create new job classes within the Classified System. A new class will only be created when the requested class is so unique and different that an existing class is not appropriate.

The primary tool that must be submitted to initiate the classification review process is a PDQ (position description questionnaire). A PDQ should be used when an employee or agency is requesting to have a position's work reviewed for appropriate classification.

- The PDQ form and other helpful PDQ tools/resources can be found on our website:

<https://das.nebraska.gov/personnel/classcomp/pdq.html>

### 3.2 WHEN A CLASSIFICATION REVIEW SHOULD OCCUR:

A variety of occasions may arise that should prompt a classification review. Both the Rules (Chapter 6) and the NAPE/AFSCME Labor Contract (Article 19) address when a classification review is the appropriate action.

First, in all cases, when an Agency has significantly changed a position's duties (whether it be vacant or filled), a PDQ should be submitted to State Personnel via the Classification & Compensation team. It is the responsibility of the Agency to initiate this action when duties have been changed.

Employees may request a review of their classification at any time, provided that the position has not been reviewed and/or a classification decision letter has not been issued in the previous six months for Rules Covered positions, and twelve months for NAPE covered positions.

Another instance where a classification review is required is when an Agency wishes to establish a new position. For example, when the Agency is allotted a new FTE (full-time equivalent position), State Personnel must review the position to establish the appropriate classification.

In the event that State Personnel becomes aware that a position may be misclassified, State Personnel via the Classification & Compensation team may request a PDQ for that position and conduct a review for the purpose of ensuring that classification of positions remains equitable throughout the Classified System.

Agency management can request a classification review at any time if they believe the position is not correctly classified.

No position may be classified or reclassified without written authorization of the DAS-State Personnel Division.

### 3.3 CLASSIFICATION METHODOLOGY:

When the Classification and Compensation team receives a request to reclassify or classify a new position, it is imperative that all the necessary information be provided to ensure consistent classification actions. The classification review methodology that follows a submitted request encompasses reviewing the submitted information (the PDQ and any other supplemental information) and conducting additional research as necessary to perform a thorough analysis of the position. This may entail gathering additional verbal and/or written information about the position under review.

Several factors determine the depth of the methodology utilized by the Classification and Compensation team. For example, the level of analysis may be influenced by: commonality or uniqueness of the class requested within the Classified System, whether the position is vacant or occupied, whether or not the request is to create a new class, the duties assigned to the employee, and the quality of the submitted PDQ.

The Classification & Compensation team will utilize the following tools to conduct a classification review:

- Review submitted PDQ(s)
- Review class specifications
- Review agency organizational charts
- Review supplemental information (supervisory questionnaire/financial responsibilities form)
- Review comparably classed positions within the agency

Based on the nature of the classification request, the Classification & Compensation team have several other available tools that can be utilized when conducting a classification review. **Please note that the utilization of the following tools is up to the discretion of the Classification & Compensation Analyst performing the review.**

- Review comparably classed positions within other agencies within the State's Classified System
- Interview incumbent
- Interview supervisor(s)
- Interview other agency personnel
- Interview subject matter experts
- Review agency data that may identify primary duties, such as staffing reports
- Research other state government job classifications for similar work
- Review other information Classification & Compensation deems necessary or helpful to make a determination, such as examples of an employee's work (for substance, not quality), or internal agency policies and/or procedures



### 3.4 JOB FACTORS:

It is important for employees and agencies to have a full understanding of what factors are considered when a position is reviewed for classification. Equally important are the factors that are not considered for classification. Examples of these factors are listed below.

#### Factors Considered

- ✓ Knowledge, Skills and abilities required of position
- ✓ Kind or nature of work performed
- ✓ Complexity of work performed
- ✓ Frequency or preponderance of work performed
- ✓ Level of supervision received and or exercised
- ✓ Level, scope and impact of decision making exercised
- ✓ Scope/breadth of work and responsibility
- ✓ Impact of error
- ✓ Level and purpose of contacts
- ✓ Level of independence judgement and discretion exercised
- ✓ Level of resources management (human, financial, space, facilities, information, and/or materials)

#### Factors **NOT** Considered

- ✗ Performance of individual
- ✗ Personal qualifications the individual has or wants if the work being performed does not require them
- ✗ Quality or quantity of work performed
- ✗ Longevity or tenure of the employee
- ✗ Potential of the employee
- ✗ Future work not yet being performed
- ✗ Need for retention of employee
- ✗ Comparison to work done outside the Classified System
- ✗ Employee's financial need
- ✗ Recruiting issues

### 3.5 FILLING OUT THE PDQ FORM:

As indicated in an earlier section, the position description questionnaire (PDQ) is an all-inclusive document that provides a description of the work assigned to and performed by a given position. Because of this, it is important that you as an agency have a good understanding of how to fill it out and can answer your Agency employees' questions on filling one out as well. The following information are tools to assist with filling out the PDQ.

#### **Important Reminders:**

- Avoid words having unclear meanings such as Assists, Performs, Provides, Handles, Maintains, Manages, Participates, and Deals with. If you find yourself needing to use words such as these (that have potentially unclear meanings, or which could mean a variety of things) you must describe what you mean/what that entails.
- Do not use acronyms in your description of duties, or if you do, write them out so we know what they stand for. For example, do not assume we know what things like GIS, CMS, QI, PI, or LIHEAP stand for.
- Do not copy the class specifications into the PDQ. The PDQ should reflect the specific work that the position is assigned and performs.

**For all sections of the PDQ - consider and explain clearly:**

- The kind or type, and the similarity and diversity, of work functions performed.
- The complexity of the work, the diversity and difficulty of problems solved, and the creativity and originality required in performing the work. The analytical demands required.
- The nature (such as kind, depth, and breadth) of knowledge, skill, and ability required to perform the work.
  - This factor considers the application of concepts, principles, and practices of various occupational fields and disciplines, and indirectly the type and amount of education, training, and experience required.
- The nature of work direction exercised (such as direct supervision, work coordination, functional oversight) exercised over others.
  - Includes consideration of the number, location, and classification, of the employees (and/or other employees) directed.
- Supervision and guidance received. Degree of the level of supervision received. Includes extent that laws, rules, policies, and procedures control the work performed.
- The authority, independence, or freedom to act on specified items that has been delegated to the position.
- The level of responsibility delegated for human, financial, space, facilities, information, and material resources.
- The nature of contacts made with others (does not focus on assigned staff) inside and outside the organization. Consideration given to the impact, frequency, and context of interactions with any individuals or groups, and their effect on agencies or programs.
- The decision-making demands required, such as the difficulty, scope, and finality of decisions.
- The scope or impact of recommendations or actions taken by the position.
  - Scope can refer to entities inside or outside the organization. Impact refers to their influence in and outside of the organization or program or function.
- The severity and scope of errors made. The type and level of resources expended to mitigate these errors.
- Environmental conditions and physical demands required of the position.

**Regarding the essential duties section:**

- This section should reflect a breakdown of duties performed by the position. This section (and PDQ) should not include future or anticipated

Essential Duties of the Position			
Description of Duty	Percentage of Time	Criticality 1 = Most Critical 5 = Least Critical	Is this a New Duty assigned to this position? (Yes or No)
A. Click here to enter text.	%	Choose an item.	Choose an item.

work, or work that is not assigned to the position, or work that is performed on a “backup” basis. The essential duties section should reflect clearly the permanently assigned responsibilities of a position.

- Estimate the percentage of time spent performing each duty. Do not include a duty which occupies less than 5% of the position’s time unless it is essential to the position. The total of all percentages should

account 100% of the position's time. Whether the duty is performed on a daily, weekly, monthly, quarterly, or annual basis, the following chart will help you estimate the percent of time spent doing it.

Percentage	Daily	Weekly	Monthly	Quarterly	Annually
5%	1/2 hour	2 hours	1 days	3 days	2 1/2 weeks
10%	1 hour	4 hours	2 days	6 1/2 days	5 weeks
15%	1 1/2 hours	6 hours	3 1/2 days	10 days	8 weeks
20%	2 hours	8 hours	4 1/2 days	13 days	10 weeks
25%	2 1/2 hours	10 hours	5 1/2 days	16 days	13 weeks

- Rate how critical each duty is to the position's overall work objectives. Use a rating scale of 1 to 5 (ranging from 1 being most critical to 5 being least critical). Duties performed infrequently or that do not involve a large amount of time may still be critical to the position. The same rating may be given to more than one duty.
- Indicate whether each duty listed is new or not. This indication tells us how the work has changed to warrant review for potential reclassification.

**Regarding the Independent Decisions Section:**

- The Independent Decisions Section helps outline the authority a position has as it relates to resolving issues, making determinations on assigned work assignments, and level of input a position has for various items.
- The information in this section should be broken down into three independence levels.
  - 1. What decisions can this position make independently?
    - The items listed next to this box should reflect items that this position has the final determination and authority on.

**8. Independent Decisions.**

**What decisions can this position make independently?** Click here to enter text.  
 Describe any decisions or resolutions that this position may make *without* input or approval from supervisor or manager.

---

**What decisions does this position provide input or recommendations for?** Click here to enter text.  
 Describe any decisions that this position assists/recommends that must still receive approval from supervisor or manager.

---

**What issues or decisions must be escalated to the supervisor or manager?** Click here to enter text.

*For example: "This position independently conducts field compliance reviews and issues approval permits. This determination is made multiple times a month."*

- 2. What decisions does this position provide input or recommendations for?
  - The items listed next to this box should reflect items that this position may not have the final authority but is responsible to make relied on recommendations that the higher-level position utilizes to make the final determination.

*For example: "This position compiles the field review results and recommends a facility be denied for the permit. This recommendation is made to the Field Supervisor who makes the final decision. This type of recommendation occurs once every 2 months."*

- 3. What issues or decisions must be escalated to the supervisor or manager?
  - The items listed next to this box should reflect items that this position cannot resolve independently, recommendations may be made on how to proceed, but are not necessarily an expectation. At this level, the position may provide requested information to the higher-level position to assist them in making the determination.

*For example: "If a facility indicates that a field compliance review was done improperly or unfairly, this position elevates the issue to the Field Supervisor, who may request additional information. The Field Supervisor provides a recommendation to the Field Manager on how to proceed/resolve the issue. This situation happens approximately once every 4 months."*

### 3.6 CLASSIFICATION REVIEW PROCESS AND TIMELINE:

What to submit with Classification Review Requests

- Completed PDQ with appropriate signatures
- Current Organizational chart
- Supervisory Exclusion Questionnaire *(if position is assigned supervisory duties)*
- Financial Responsibilities Questionnaire *(if position is assigned budgetary or procurement responsibilities)*

Depending on whether the employee is a Contract or Rules Covered employee and whether the request is management or employee initiated, the process and timeline for a classification request/review varies. Full details regarding the classification processes can be found in Chapter 6 of the Classified System Personnel Rules, and Article 19 of the NAPE/AFSCME Labor Contract.

All Classification Review requests should be submitted via email to the State Personnel Classification & Compensation

team ([DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)). State Personnel typically reviews classification requests in the order in which they were received, placing additional emphasis on prioritizing employee-initiated requests.

Please note that State Personnel will only accept and log complete requests. Complete requests would have the supplemental forms as necessary, and org chart, and all sections of the PDQ completed with information specific to the work assigned to the position.

The following information is regarding timelines based on how the request was initiated:

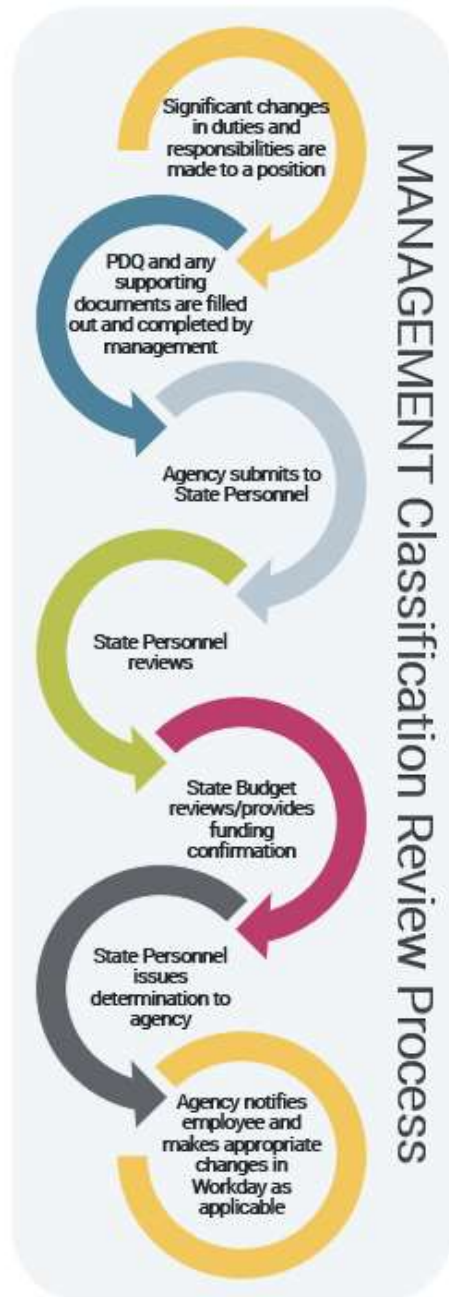
- **Employee requests**— The NAPE/AFSCME Labor Contract requires that Contract Covered employee classification requests be completed by State Personnel within 45 workdays (15 workdays if no other relevant information needs collected) of being submitted to State Personnel via the





Classification & Compensation team. Generally, State Personnel uses this timeframe as the maximum time allowed to complete classification reviews. Further details and information regarding the responsibility and time frames of the employee’s supervisor and employee’s agency is outlined in the NAPE/AFSCME Labor Contract, Article 19. Per NAPE/AFSCME Labor Contract, Contract Covered Employees, may request a classification review at any time, provided that the position has not been reviewed by State Personnel Classification & Compensation Team within the previous twelve calendar months. Per the Rules and Regulations, Rules Covered employees may request a review of their classification at any time, provided that the position has not been reviewed and/or a classification decision letter issued by the DAS-State Personnel Division in the previous six months.

- **Management requests**—Although State Personnel strives to complete management requests within the 15-45 workday timeframe, employee requests are considered a higher priority. However, in most cases 45 workdays is the maximum timeframe needed to complete management requests provided the necessary documentation and requested information is received. As with requests to reclassify vacant positions, should State Personnel require additional time due to unforeseen circumstances, the Agency will be consulted to determine a newly agreed upon completion date. Agency heads may request a review of the classification of any position in their Agency at any time.
  - a. **For vacant position**— State Personnel strives to classify requests of vacant positions into an existing class within 15 workdays provided adequate documentation is received by and any clarifying question responses/information is received by the Agency in a timely manner. Should State Personnel require additional time due to unforeseen circumstances, the Agency will be consulted to determine a newly agreed upon completion date.
- **Expedited requests**—State Personnel does provide for some classification requests to be completed in an expedited manner. This process is geared towards highly populated, agency specific classifications. Expedited classification requests can usually be completed within a few days’ time. The process to request expedited reclassifications is explained in a later section of this guide.



While it is State Personnel’s intent to classify positions in an expedient manner, some factors can extend the timeframe needed to complete the classification process.

Occasionally, State Personnel may conduct a classification review that spans across multiple agencies. These types of reviews typically extend beyond the desired 45 workdays because of the need to coordinate and communicate with all parties involved. State Personnel may also conduct a review that involves multiple employees/positions. More employees involved in a review typically requires more time to complete the review.

The research and analysis phase of classification may also be extended if State Personnel is unable to obtain the information requested of agencies, supervisors, or employees in a timely manner. This phase often requires clarification or submission of additional documents from the Agency, whose timeline may not be as urgent as ours.

Once a review has been completed and the determination made, the Classification & Compensation Analyst will issue a formal decision signed by the State Personnel Director to the Agency. Determinations can be one of three outcomes: 1) The review can confirm that the requested classification is appropriate and should be adjusted accordingly 2) The review could find disagreement with the requested classification and note which classification is actually appropriate and should be implemented, which may be a classification that is higher or lower than the current classification 3) The review could also find that the position is appropriately classified as is and that no change should be made.

It is critical to remember that in classification reviews, the focus is exclusively on the **work being performed** and where that work fits within a defined classification. It is also important to note that there are at times when, due to variations and specifics of work being performed across positions in state government, the analyst must make a "best fit" determination on a classification decision.

***Classification decision appeals:***

If an agency disagrees with State Personnel's determination of a Rules Covered position, a reconsideration request is allowed, if initiated within 15 workdays of notification of the determination. When a reconsideration is requested within the 15-workday timeframe, a second Classification & Compensation Analyst will be assigned to conduct the review. This Analyst will review and make a recommendation to the Director of State Personnel. The Director of State Personnel will then issue a final determination that is binding. Please note, the employee cannot request a reconsideration. If agency management disagrees with the classification determination, then agency management can request a reconsideration.

- Reconsiderations cannot include new information and should be requested via an email or letter (within 15 workdays of the original decision)
- Must indicate specifically where your Agency believes that State Personnel erred in our decision (what in the decision letter your Agency disagrees with or feels that we misinterpreted)
- Once the reconsideration is requested, it will be assigned to a different State Personnel Classification & Compensation Analyst for a second review

Per the NAPE/AFSCME Labor Contract, Article 19.7, if there is a reduction in salary as a result of a classification determination, a NAPE Contract covered employee may file an appeal to the Classification Appeal Panel through the Employee Relations Division within 15 workdays from receipt of the decision. This appeal may be initiated only if the classification review decision had an immediate adverse financial impact (reduction in salary) on the employee.

### **3.7 BARGAINING UNIT MOVEMENT:**

Movement between bargaining units happens when the work still falls within the classification, but the current bargaining unit is no longer appropriate. This movement can occur when supervisory duties are added or removed, or the position is now assigned work that would require them to be covered under K (confidential) code. In order to initiate a review of the bargaining unit a request will need to be submitted with the appropriate questionnaire. Either a [Supervisory Questionnaire](#) or a [Confidentiality Questionnaire](#) will need to be submitted to the State Personnel Classification & Compensation team ([DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)) for review.

For example, take the shift from an “A” (Administrative Professional) to a “V” (Supervisory) code or vice versa, wherein an A coded position is covered by the NAPE Contract, the V coded position falls under a Rules & Regs employee group. This would require the completion of a Supervisory Questionnaire outlining any direct reports and supervisory responsibilities associated with the position that would justify the change. Moreover, if a position is moving to the confidential group (K coded), they would need to submit a Confidentiality Questionnaire which focuses on the information handled by the employee, certain responsibilities the employee’s supervisor conducts, and any impact or influence the employee might have on bargaining.

While these codes signify shifts in roles, they don’t always directly affect pay. For instance, an “A” coded position holds the same pay range as its “V” coded counterpart, despite the latter being considered a supervisory role. If the Agency believes that the bargaining unit change should be accompanied with a change in pay, agencies are able to submit a compensation request form along with the bargaining unit review request. Approval of these requests are subject to review and must have justification to support the request as outlined in the compensation functions section.



### **3.8 EXPEDITED CLASSIFICATION PROCESS:**

As mentioned earlier, State Personnel has an expedited classification process available under certain circumstances. As a service to our agencies, State Personnel created the expedited classification process to accelerate the process of reclassifying highly populated or Agency unique classifications typically resulting in approval of the Agency’s request.

To participate in the expedited classification process, the Agency Director or their designee must submit a request to State Personnel via the Classification & Compensation team requesting the specific classification to be utilized through the expedited process. Classifications eligible for placement on the expedited list must meet one or more of the following criteria:

- Highly populated classification (minimum of 25 established positions within the Agency)
- Classifications unique to the Agency.

Upon receipt of the Agency's request for participation in the expedited process, State Personnel will review the identified classes, compare the classes to the above-mentioned criteria and send a formal response to the Agency indicating approval of classes for the expedited list. Once a classification has been approved for placement on the expedited list, the Agency must submit a generic Master Position Description Questionnaire for each State Personnel approved classification that will be utilized for expedited reclassifications or requests to create additional positions allocated to that classification. State Personnel will retain a copy of the Master PDQ for each approved class. Agencies must also retain a generic Master PDQ for each approved class that will be submitted for future requests to reclassify or create additional positions allocated to that class. This Master PDQ is to serve as a shared understanding of the work being assigned to positions of that class within your Agency. Should your Agency need to make changes in that work, an updated Master PDQ may be needed. Each Master PDQ will need to be reviewed by the Agency every 5 years to ensure that the Master PDQ is up to date.

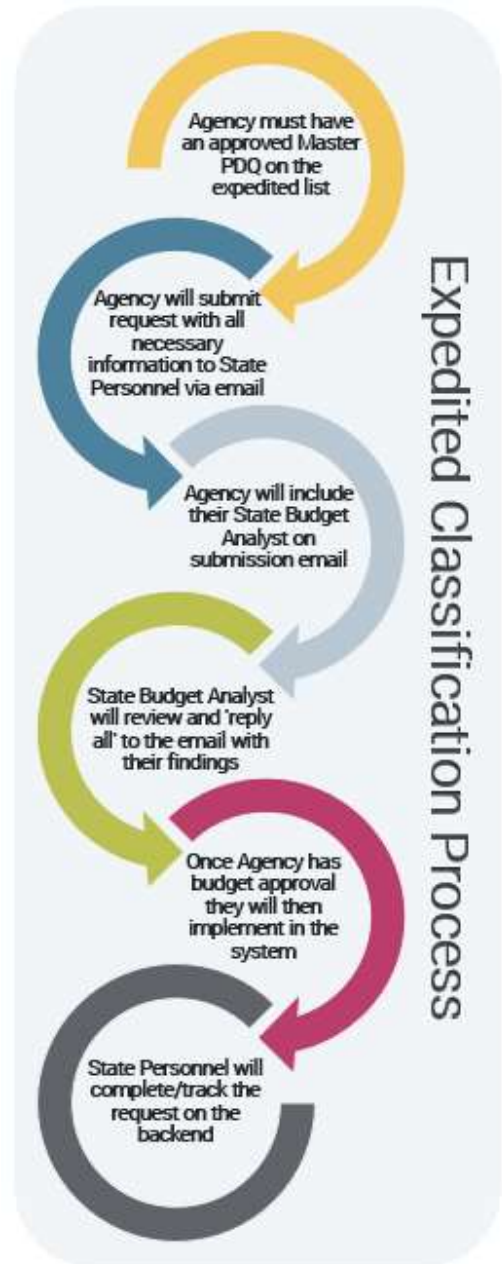
An expedited classification request may be submitted to either create or reclassify a vacant or filled position to an approved expedited class.

To utilize the expedited process, an agency will submit a request by e-mail to State Personnel via the DAS Classification & Compensation team email ([DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)).

The request must include the following:

- Position number(s) of the position(s) being requested for reclassification.
- A request statement to create or reclassify the identified position(s) to a specific class via the expedited process. For Example: "In accordance with the expedited reclassification process, this is a management-initiated request to reclassify vacant position #12345678 from the "class name" (class code) to the "class name" (class code)
- A statement that indicates the requested position will function in a similar capacity as other positions allocated to the requested classification. For Example: "Position #<position number> will perform similar duties as other positions allocated to the <class title> classification within the Agency."
- Agencies will contact/cc their State Budget Analyst on the request when submitting to State Personnel.

Upon receipt of the request, State Personnel will review all the information and contact the Agency if there are any issues with the request. The State Budget Analyst will review and then 'reply all' with their findings/approval, at





which point once approved, the Agency could implement the expedited reclassification or creation into the system (Workday) while the Classification & Compensation team tracks the request on the backend.

It should be noted that utilization of the Expedited Classification Process does not in any way change or alter an agency's internal classification/compensation review process. Changes to agency staffing patterns must be within existing Personal Services Limitations

### **3.9 CLASS SPECIFICATION REVISIONS:**

Class specifications are created and maintained by State Personnel. Each specification is created to provide a broad definition of a class classification within the Classified System. These definitions are very broad and contain only examples of work that the given class entails. This means class specifications may not be the most appropriate for a job posting as the specs are not tailored to specific positions. The Agency should be describing to applicants the specific duties an available position is expected to perform.

Class Specifications may need to be revised for various reasons, including but not limited to:

- Evolution of language
- Technology fluctuations
- Statute changes
- Changes of duties described
- Licensing and regulation changes
- Adjustment to minimum qualifications

When there are significant changes to a class specification, an update would be appropriate. To initiate revisions, the Agency will send a request for update to State Personnel via the Classification & Compensation team. All Classification Review requests should be submitted via email to the State Personnel Classification & Compensation team ([DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)). This request should include justification for the changes, and a revised class specification using track-changes to show the requested revisions.

As previously mentioned, it is possible the assignments of a position may not fit perfectly within any of the class specifications available. It's important to bear in mind that classification determinations are generally based on the preponderance of work being performed by the reviewed position. Additionally, the "best fit" approach must often be utilized to determine the closest kind of work between available classifications and a position.

Agency specific classifications are completed by the Agency's assigned Analyst. Class specifications that are utilized by multiple agencies will be assigned an analyst to work with all agencies affected before approval or disapproval of the requested changes. Revisions to classifications covered within the Labor Contracts may be subject to bargaining.

**Note:** Updates to the class specification will not result in a change to the pay line, pay line adjustments require a business case be submitted to the State Personnel Director for approval from the Governor's Office.



# 4.0 COMPENSATION FUNCTIONS

## 4.1 OVERVIEW:

The State Personnel Rules and Labor Contracts allow agencies an avenue to submit compensation requests for employees. State Personnel Rules and Labor Contracts provide guidance for requesting salary adjustments. Such requests will be reviewed and approved by the Director of State Personnel, Employee Relations and when applicable, the Union. The purpose of this review is to provide consistency and equitable salary administration throughout the Classified System. Compensation salary adjustments can be formally requested by the Agency. These requests address salary in-grade adjustments for the employee, not a classification or related pay line. Available reasons for such requests include **Advanced Hiring Rate** (also may be referred to as *Above Hire*) and **In-Grade Salary Adjustments**.

**Rules Covered employees:** Compensation guidance is provided by the State Personnel Director as outlined in the Classified System Personnel Rules & Regulations. Compensation requests may be submitted to State Personnel via the Classification & Compensation team with applicable justification for review and consideration. All requests must be approved by State Personnel including those instances of **Delegated Authority**. State Personnel still reviews requests which fall under delegated authority to ensure that all requirements of utilizing the delegated authority have been met.

**Contract Covered employees:** Wages are directed by the Union, in agreement with the State of Nebraska. This agreement is published in the related Union Contract. Compensation requests may be submitted to State Personnel via the Classification & Compensation team with applicable justification for review and consideration by State Personnel, Employee Relations and the Union as directed by the Contract. See related Contract.

### **Compensation changes with movement between classifications**

In general, compensation changes in job classification held, and their related movements are determined by the difference between the hiring rates of the two job classifications. These movements can occur for various reasons such as an employee applying and being offered another position, or in cases of reclassification of an employee's position. The percentage of change between the current classification and the proposed classification determines whether a movement is a promotion, demotion or a lateral change. An employee's wage may also be affected by these changes, refer to the related Contract and pay calculator.

#### **Transfer or Reclassification to a Rules/Regs position**

- A difference of (+/- 4.999%) between the hiring rates of the two job classifications is considered a lateral transfer
- A difference of (+5%) or more between the hiring rates of the two job classifications is considered a promotion
- A difference of (-5%) or more between the hiring rates of the two job classifications is considered a demotion

#### **Transfer or Reclassification to a Contract position**

- A difference of (+/- 7.49%) between the hiring rates of the two job classifications is considered a lateral transfer
- A difference of (+7.5%) or more between the hiring rates of the two job classifications is considered a promotion
- A difference of (-7.5%) or more between the hiring rates of the two job classifications is considered a demotion

- Movement to a Rules position: Rules Covered employees must be paid at least the minimum permanent rate of his/her new classification. Also, an employee placed in a higher pay line cannot be paid above the maximum rate of his/her new classification as a result of a promotion.

➤ Movement to a Contract position:

- Contract Covered employees must be paid at least the minimum rate of the new classification
- Promotion: in no case, shall the employee be paid more than the maximum rate of pay of the new classification
- Demotion: Under no circumstances will the employee's salary be less than the minimum rate of pay of the new classification nor greater than 5% above the maximum rate of pay for the new classification
- Additional directives may apply when an employee is demoting back to a previously held classification, see related Contract

The above methodologies should be used in conjunction with the related pay calculators and Contract, as well as any applicable Letters of Agreement(s) to determine available wage, whether movement between classifications signifies a change in pay, and for purposes of reclassifications, promotions, demotions and/or bumping options should a lay-off occur. The allowable wage (or range) is dependent upon the difference in percentage between the current classification and the proposed classifications. The appropriate pay calculator is determined by the proposed position an employee is transferring to. **For promotions or demotions to Contract Covered positions, State Personnel is unable to circumvent the calculator, meaning that the wage that the calculator determines is the only available wage allowed.**

There is more flexibility with movement to Rules Covered positions. Promotions to Rules Covered positions are also determined by the calculator and typically have a range within which the Agency can determine the appropriate wage as long as it is at least the MPR of the new classification. Demotions to Rules Covered positions may result in a decrease in pay, however that is up to the Agency head's discretion, unless the demotion was due to disciplinary actions which require at least a 5% reduction in salary.

## **4.2 ADVANCED HIRING RATE:**

Agencies have the ability to request an advanced hiring rate (or above hire) when there is need to hire a candidate above the available wage such as minimum hiring rate (MHR) for Contract Covered positions and minimum permanent rate (MPR) for Rules Covered positions. Agencies are also able to request an Advanced Promotional Hiring Rate for those employees currently employed by the State of Nebraska within the Classified System promoting into a Rules Covered position. In this section, we will review the process flow of these requests, how to complete a request, the justifications available, and information necessary to support your chosen justification.

Examples of when you may use this request:

- Limited candidate pool due to minimal applicants.

- Interested applicants, with few referred due to minimum qualifications.
- Continuous unsuccessful recruitment efforts for an extended period.
- Top applicants are identified but decline due to available wage.
- Top applicant that greatly exceeds the minimum qualifications.
- Top applicant greatly exceeds preferred qualifications in addition to MQ's.
- A candidate scores significantly higher than other candidates interviewed.

**JUSTIFICATION FOR ADJUSTMENTS:** Here are the available justifications related to advanced hiring rates and information related to what should be provided when utilizing each justification.



**Recruitment Difficulties**

Justification of recruitment difficulties would be appropriate when recruitment efforts for a position have been unsuccessful in hiring a suitable candidate. To use this justification, you must provide all recruitment efforts for the position within the past 12 months, see table provided in section 5 of the compensation form.

Factors **NOT** Considered

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>× Requisitions for postings of this position prior to last incumbent</li> <li>× Requisitions of other positions</li> <li>× Length of time the position was previously occupied</li> </ul> | <ul style="list-style-type: none"> <li>× Salary of previous incumbent</li> <li>× Recruitment efforts that minimize the competitive process</li> </ul> |
|--|---|

The Agency's written justification should further summarize recruitment efforts provided in the recruitment efforts table, including any additional information you would like to be considered as part of your request.

**Superior Qualifications**

Justification of superior qualifications is appropriate to use when a candidate stands out above other applicants, and greatly exceeds the minimum qualifications of the position to be filled, when recruitment efforts for a position have been unsuccessful in hiring a suitable candidate. To use this justification, you must provide all recruitment efforts for the position within the past 12 months, see table provided in section 5 of the compensation form.

<u>Factors Considered</u>	<u>Factors <b>NOT</b> Considered</u>
<ul style="list-style-type: none"><li>✓ Education in related field</li><li>✓ Related experience</li><li>✓ Related Certifications</li><li>✓ Preferred criteria indicated on the posting</li></ul>	<ul style="list-style-type: none"><li>✗ Education in unrelated field as indicated on the MQ's</li><li>✗ Potential of the candidate</li><li>✗ Candidate's financial need</li><li>✗ Agency's budget can support the request</li></ul>

The Agency's written justification of Superior Qualifications should summarize the superior qualifications of the top candidate, speak specifically to how the candidate greatly exceeds the minimum qualifications as indicated in the Class Specification. If your job posting indicated preferred qualifications, speak to how the candidate is a match or exceeds those as well. Additionally, be sure to include any additional information you would like to be considered.

Above Hire requests are prioritized above all other requests to support the Agency with timely response in the hiring process.

**4.3 IN-GRADE ADJUSTMENTS:**

Agencies have the ability to request in-grade salary adjustments for employees for various reasons. In-grade salary adjustments would be submitted to State Personnel via the Classification & Compensation team for consideration when appropriate justification exists. This avenue is available for various reason including when there is a considerable change to the employee's responsibilities or workload that does not warrant a classification review or at times if an employee has received an outside of the State job offer, and the Agency wishes to retain the employee.

<p><b>Permanent</b> in-grade requests would be appropriate when the unique, or higher-level work is assigned to a filled position permanently, and the employee will be performing the newly assigned responsibilities on a regular recurring basis, typically from a specific date forward.</p>	<p><b>Temporary</b> in-grade requests are appropriate when increased or unique work is assigned to a position for a limited period of time, such as for a project, or when a position is vacant, and some duties are needing to be covered but not all.</p>
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**JUSTIFICATION FOR ADJUSTMENTS:** Here are the available justifications related to in-grade salary adjustments and the information related to what should be provided when utilizing each justification.



***Unique Responsibilities/Higher-Level Duties***

The unique responsibilities/higher level duties justification indicates that a position is being assigned specific duties that are unique to the position and are of a higher level, meaning there is an increase in scope, complexity and a broader impact than previously assigned work, yet the additional work is not enough to reclassify the position. The new duties assigned to the position should be distinguished from others on the same team within the same class code. An employee assigned increased responsibility for work that may be at the same classification level is able to be considered, however the new assignment should be significantly over and beyond the typical workload. For example, if a program manager manages two programs, and is assigned a third, this may be an increased workload. However, if a manager is assigned a third program and the total workload of that individual compares similarly to others within the class, then an adjustment would not be merited.

Rules Covered positions have another option that speaks to unique responsibilities and higher-level duties and that is related to the Supervisory/State Personnel Approved Supervisory Exclusion. This justification is typically utilized with a bargaining unit change to the V code, meaning direct supervisory duties have now been added to the position warranting a change in bargaining unit to the V code.

***Increased Workload***

The increased workload justification indicates that a position is being assigned a considerable increase in workload that is consistent, regular work and not work that is rare or just as needed. The additional workload would be on top of the normally assigned duties of the position. A rule of thumb across the State is that “more of the same” is not enough to justify an increase. Typically, the added workload is significantly different in nature than the current classification, requires a different skill set, or training, and usually relates to work not envisioned in the class specification. The scope and complexity of the added workload is also considered, in addition to the time spent on the added duties.



Factors Considered

- ✓ Added or increased supervisory responsibility
- ✓ Increase of complexity/scope in assigned duties
- ✓ Expanded areas of responsibility
- ✓ Considerable increase in workload
- ✓ Higher level work assigned and performed
- ✓ Related cost savings to the Agency

Factors **NOT** Considered

- ✗ Performance/potential of an individual
- ✗ Quality of work performed
- ✗ Same work/lower level work
- ✗ Employees financial need
- ✗ Certifications or additional education achieved
- ✗ Future bonus/increases related to an offer
- ✗ Duties not yet assigned or performed
- ✗ Duties performed but not assigned/needed

**Retention**

The Retention justification indicates that an employee has a job offer and the Agency is wishing to retain the employee. Retention in-grade requests must meet the following parameters:

- Employee has received a valid/current bona fide job offer
- The job offer is external to the State of Nebraska
- The offer is more than current salary
- The offer is for similar/like work being performed

Retention requests are prioritized above all other in-grade requests to support the Agency in competitiveness and their ability to preserve critical talent.

When submitting a retention request, be sure to address the reasons of why the Agency wishes to retain the employee. Additional topics the Agency may wish to address for consideration in the justification area include but are not limited to; the impact of retention and/or vacate of the employee, the employee’s contribution to the mission of the Agency, associated cost savings. Include all information you would like to use for consideration of the request.

**Sustained High Performance**

The Sustained High-Performance justification indicates that an agency is wanting to reward sustained high performance from an employee that is distinguished above and beyond their peers. Sustained High Performance has an extremely high threshold to meet. Agencies wishing to utilize this justification must submit scores from the last 3 years of annual reviews that exceed and differentiates them from their peers, as well as documenting objectively all of the below contributing factors and submitting any supporting documentation.

- Innovation
- Initiative
- Distinguishing Contributions
- Differentiation from Peers
- Excellence in Execution
- Models the Core Values of the State of Nebraska

## **4.4 FILLING OUT THE COMPENSATION FORM:**

State Personnel now has one compensation form. Agencies will need to indicate on the form whether the position is a Rules Covered position or a Contract Covered position (certain justifications only apply to Rules Covered positions). The form should have all applicable sections completed in their entirety.

### ***Describing the primary job duties of the position***

In this section of your compensation request, briefly state the essential duties of the position you are hiring into. The regularly assigned essential duties of the position should be summarized by briefly stating the top four or five main duties. Utilize a bulleted format when possible.

### ***Impact***

The impact section of a compensation request must be completed. This section allows the Agency to provide a list of all employees within the same class code to see what the impact will be in relation to the request. An example format is provided in the compensation form, or you may generate your own report in either Workday or Excel containing the same criteria indicated. If generating your own report, include at minimum, the following for each incumbent within the classification and job code:

- Employee name
- Continuous service date
- Time in job profile
- Job Code
- Job related credentials.
- Total base pay
- Position number

### ***Equity Considerations***

For each request, equity should be considered and discussed at the Agency level prior to submission to State Personnel via the Classification & Compensation team. Equity items the Agency may consider include credentials, education, job related experience, length of service, related experience applicable to additional duties assigned and responsibilities/duties of others in the same classification with the Agency. Equity should be compared for all individuals in the same class code to assess whether inequities are created by the request.

Equity considerations are only for positions with requesting agency that are covered under the same class code (same classification and bargaining unit) as the position the request is for. If employees within the same classification and class code are being surpassed, you must indicate whether the Agency is requesting to address equity for those affected employees with a brief explanation of why or why not. For Contract Covered positions, equity is typically based on the years of state service and depending on where the requested wage lands with the step plan, may be subject NAPE/AFSCME approval. **Equity is not a standalone justification. Equity must be addressed in conjunction with available justification options as provided in the compensation form. Equity will only be addressed at time of submission.**

### ***Advanced Hiring Rate***

This section only needs to be completed if requesting an advanced hiring rate. Recruitment efforts of the position for the last 12 months must be provided. This would include requisition numbers, dates the position was advertised, where the position was advertised, the number of applicants received, the number of applicants that meet the MQs and were interviewed as well as the results of the posting.

Indicate which justification(s) are being utilized and provide sufficient information to support the justification(s).

### ***In-Grade Adjustments***

This section only needs to be completed if requesting an in-grade salary adjustment. Indicate any and all justifications that apply and provide sufficient information to support the justifications. Ensure that you include how the employee was selected for the additional duties over others in the same classification. When utilizing the unique

responsibilities or increased workload justification, please be sure to list the specific duties that have been assigned, indicate whether these duties are outside of the scope of the current classification, the percentage of time for each duty, the date in which the duties were assigned as well as the reason for the re-assignment of work and who (*position number and class title/class code*) previously performed the duty.

Agencies are expected to submit in-grade requests in a timely manner from when the duties were assigned, submitting requests in which the employee has been performing the duties for a substantial amount of time will likely result in a denial and be returned without favorable consideration.

#### 4.5 COMPENSATION REVIEW PROCESS & TIMELINE:

Once an agency identifies that there may be a need to submit a compensation request, either for an advanced hiring rate or an in-grade salary adjustment the Agency will fill out the compensation request form and submit to State Personnel. Previously, there was 2 versions of the compensation forms available, one for Rules Covered positions and one for Contract Covered positions, the Classification and Compensation team has now combined the two forms into one compensation form.

The compensation request form must indicate if the position is Contract Covered or Rules Covered and include all the necessary information prior to submitting for review. Section 5 is specific to Advanced Hiring Rate Requests and Section 6 is specific for In-Grade Requests. All internal agency approvals must be obtained prior to submitting the request. The State Budget Analyst can either sign the form prior or be included on the email submission to State Personnel Classification & Compensation team ([DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)).

Once the request has been received by State Personnel, the assigned Analyst will log it in the queue to be reviewed. Priority is given to compensation requests especially Advanced Hiring Rate and Retention Requests due to their time sensitive nature. State Personnel strives to have compensation requests completed and a decision issued within 5 working days.

The request will be reviewed by the Agency's assigned Analyst. Contract Covered positions are required to have approval by Employee Relations for any requests with wages up to step 15 in the step plan of the Labor Contract as well as approval from NAPE/AFSCME for any requests beyond step 15 in the step plan. Once a determination is made all the information and necessary approvals are sent to the State Personnel Director for review.

The Classification & Compensation Analyst will issue a formal decision signed by the State Personnel Director to the Agency. Determinations will typically have one of two outcomes, either favorable or unfavorable. The review can confirm that the justification meets the threshold for approval and the request will



be implemented or the review could find that the justification provided does not meet the threshold for approval resulting in unfavorable consideration.

Approved Advanced Hiring Rates will be effective the date the candidate begins employment with the Agency. In-Grade requests will either be effective the date the request was submitted to State Personnel or if the Agency indicates a specific date on the form. Once the decision has been issued, agencies are expected to implement any changes in a timely manner.

## 5.0 MISCELLANEOUS CLASS & COMP FUNCTIONS

### 5.1 WORKING OUT OF CLASS (WOC):

When an employee has a temporary re-assignment to a higher-level job and is assigned all the duties (and is reasonably expect to perform the preponderance of the duties) associated with that position it is called Working out of Class (WOC). This typically happens when there is a vacancy that needs covered, or if another public servant is out on an extended leave period.

Working out of class is relevant to Rules and Contract Covered employees, see applicable contract for parameters. In cases of working out of class, the following must apply:

- ✓ The employee is performing a preponderance of the duties of the higher-level position
- ✓ The employee is performing the higher-level duties for the preponderance (majority) of their day, during the temporary assignment
- ✓ The employee is reassigned duties that are regularly performed by a position assigned a higher classification
- ✓ Duties have been reassigned from a regular, permanent, existing FTE position to fill a vacancy or a leave period
- ✓ Working out of class position number and start/end dates are noted on the Workday event
- ✓ Temporary reassignment will not exceed one year unless authorized by the State Personnel Director

Instances of an employee working out of class should be internally evaluated by the Agency. When the above apply, there is no need for submission to State Personnel; but rather the Agency would process a “working out of class-start” event in Workday, with notes indicating which position the employee is working out of class for, the start date, and the anticipated end date. The Classification & Compensation team will review the working out of class events and approve through Workday or send back if there are questions or information is missing. Upon completion of the working out of class temporary assignment the Agency will process an event for the “working out of class-end”.

*Examples of when working out of class is not appropriate:*

- ✗ An employee is reassigned some duties of a position in a higher classification
- ✗ The employee is reassigned responsibilities of positions in the same classification
- ✗ Duties are reassigned to multiple individuals during a vacancy or a leave period
- ✗ Duties assigned are of a proposed position, not yet assigned a position number
- ✗ Temporary reassignment is expected to exceed one year
- ✗ If the higher level position is a non-classified position



If the above or like scenarios apply to an assignment then WOC would not be the appropriate avenue, rather a temporary in-grade request should be discussed within the Agency and if applicable, submitted to State Personnel for review. Please note that the submission does not guarantee a favorable result, the in-grade still must have appropriate justification.

When an employee is working out of class this will be processed in Workday via compensation events.

**There will be one event to indicate the START of the working out of class:**

Reason            Base Salary Change - TEMPORARY > Working out of class - START

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**And then one event to STOP the working out of class:**

Reason            Base Salary Change - TEMPORARY > Working out of class - STOP

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In Workday, the working out of class START event should include a comment that indicates the position number and classification the employee is working out of class for as well as the anticipated time frame:

*"Working out of class for vacant position #12345678, State Patrol Captain, Effective 01/01/20\*\*"*

If the working out of class is to cover an occupied position, the reason for why working out of class is needed should be included in the comment as well.

The rate at which employees are compensated when working out of class can also vary depending on the contract that covers their position. For example, if their position is covered by the FOP (Fraternal Order of Police) or SLEBC (State Law Enforcement Bargaining Council) Contracts, they receive a 5% increase above their present pay rate. Whereas if they're a Rules or NAPE Covered employee, they may receive a rate of pay equal to the MHR of the position they're working out of class for.

Please note that employees should not exceed one year in a working out of class status. If a situation arises that would warrant working out of class for longer than one year, the Agency must seek State Personnel approval via the Classification & Compensation team.

## **5.2 STRAIGHT TIME OVERTIME (STOT):**

Agencies are responsible for making overtime eligibility determinations based on Fair Labor Standards Act (FLSA) requirements.

RULES Covered employees who are determined to be exempt from the FLSA are not eligible for overtime compensation. The Agency head, at his/her discretion, may request approval from the State Personnel Director to grant straight time overtime compensation to exempt staff for special circumstances or emergency situations.

## What is needed for STOT Requests?

- Employee Name, Position Number, and Classification
- Why is the request being submitted? Provide the special circumstance or emergency situation to warrant STOT
- How much STOT is being requested? *For example:* requesting STOT for up to 10 hours per week for the period of 1/12/2024-6/12/2024

Submitting a request for approval for a Rules Covered employee:

- An email containing all necessary information is to be submitted to the State Personnel Classification & Compensation team via the [DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov). (See the table for the necessary info to be included)
- Your State Budget Analyst should also be included in this email submission to verify funding.
- State Personnel will review, get any additional info as necessary, and then issue a determination back to your Agency.

For CONTRACT covered employees who are not eligible for time and one-half overtime (as outlined in Article 12 of the NAPE AFSCME Labor Contract) may, at the discretion of the Agency head, receive up to straight time compensation in the form of pay or compensatory time off for extra hours worked. Refer to the Labor Contract for more details and specifics relating to overtime. Requests for STOT for Contract Covered employees do not need to be submitted for State

Personnel to review as it is at the discretion of the Agency head.

### **5.3 DOUBLE FILLING:**

For the purpose of training, agencies are able to hire a qualified applicant to double-fill occupied positions (referred to as overlap in Workday) where the current individual is set to vacate the position and has a termination date entered into the system. Double filling is not to exceed 60 calendar days unless approved by the State Personnel Director.

If an agency has the need to double fill beyond the 60 days, they can submit a request via email to the State Personnel Classification & Compensation team ([DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)), requesting to double fill a position in excess of 60 days. The request will need to include the position number, candidate name if applicable, dates needed for double fill, as well as the reason that the double fill is needed.

Once State Personnel has obtained all the necessary information as indicated above, as well as verification of funding from State Budget, the request will be reviewed, and the decision will be issued to the Agency.

### **5.4 UNDERSTAFFING:**

For the purpose of training, an agency head may understaff a position with an employee of a lower class within the same series. The duties and salary must reflect the employee's classification. Understaffing a position is limited to one year unless an extension is authorized by the State Personnel Director.

If an agency is understaffing a position, the position restrictions within Workday need to remain at the full performance level that it is classified to. The employee who is filling the position should reflect (in both compensation and classification) the lower class they are understaffing as. Once the employee has reached the full performance level, an event should be entered into Workday. This should be a Job Change event with the reason: Reclassification in Same Position. This event will update the employee to reflect the full performance class and match the position's restrictions. This event will also be where the employee's compensation would change to reflect the full performance class's pay line.

*For example:* Your Agency wishes to fill Position #12345678 classified as Staff Care Technician II (I75012) with a Staff Care Technician I (I75011) for 6 months for the purpose of training the employee up to the full performance level (Staff Care Technician II).

In this example, Position #12345678's hiring restrictions should still reflect that the position is a Staff Care Technician II (I75012). The employee, however, should reflect the class they are currently functioning at, in this case, a Staff Care Technician I (I75011). After the employee has reached full performance, your Agency will enter a Job Change event into Workday to reclassify the employee in the same position to the full performance class.

The middle four numbers of a classification code must match (I75012 & I75011) in order to qualify for understaffing. Classifications with only one level have a skill level designated as "0" would not qualify for understaffing.

When completing the requisition for understaffing, the full performance classification should be selected in the main job profile field. The lower classification(s) should be selected as additional job profiles. The job profile must be listed on the requisition to hire a candidate into the job profile. Agencies should contact State Personnel Talent Acquisition team if assistance is needed with the requisition.

In a situation where an agency might be needing to understaff a position for longer than one year, the Agency should submit a written request via email to the State Personnel Classification & Compensation team ([DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)) that contains the details of the position number, the classifications being utilized (employee's current class & full performance class), as well as an explanation of why an excess of one year is being requested.

## **5.5 FILLING DISCRETIONARY NON-CLASSIFIED POSITIONS:**

Agencies who have vacant available discretionary non-classified positions allocated to the N00700 job code under the Discretionary Non-Classified title are able to fill these positions as they see fit. State Personnel is tasked with tracking discretionary non-classified positions. The purpose of having such noncovered positions shall be to allow Agency heads the opportunity to recruit, hire, and supervise critical, confidential, or policymaking personnel without restrictions from selection procedures, compensation rules, career protections, and grievance privileges.

If an agency is wishing to fill a vacant discretionary non-classified position, Agency head or designee must notify State Personnel via the Classification & Compensation team email ([DAS.ClassandComp@nebraska.gov](mailto:DAS.ClassandComp@nebraska.gov)) that they will be filling a discretionary non-classified position.

The notification must include the following information:

- Position number
- Working title of the position
- Name of the individual occupying the position
- Annual Salary
- Effective Date
- Approval from the Chief of Staff for salaries over \$100,000

State Personnel will review the notification and ensure that all pertinent information is provided and verify that State Budget has also acknowledged the notification. Once all information has been received, State Personnel will issue an acknowledgement letter back to the Agency.

# 6.0 RESOURCES

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## 6.1 FREQUENTLY ASKED QUESTIONS:

As agencies pose questions, State Personnel will continue to update this section of the guide with frequently asked questions.

### **1: What is needed in Workday for an employee demoting back to the same classification they promoted from?**

Refer to NAPE 11.9 paragraph 5 and FOP 11.7 paragraph 5 for direction to determine wage. When processing the event, note the event that you're using NAPE 11.9 or FOP 11.7 and upload the Employee Relations compensation guide document indicating how the employee's wage was calculated.

### **2: What is needed for the Workday event when a former employee is rehired?**

A former permanent employee returning to the same classification they previously held may be rehired at a salary that is up to the same step or percentage into the range as their former classification; specific direction will vary. See related contracts as indicated below for direction. When an employee is rehired at the same wage or step, they previously held, they must be returning to the same classification and bargaining unit the employee last held.

Ensure that a comment is included on the Workday event with the contract and article used, with indication of how the wage was determined. **See NAPE 11.10, FOP 11.8 or Rules & Regs - Chapter 7.001.04**

### **3: How do I process a rehire event in Workday for an employee that left before consolidation in July 2021 and are now returning to the same position or job they previously held?**

NAPE 11.10, FOP 11.8 and Rules/Regs Chapter 7.001.04 is applicable to an employee that is rehired up to a salary or step as their former classification; see related contract for specific direction. When determining if an employee is returning to the same exact classification after consolidation, refer to the consolidated classes. This direction is applicable to rehired employees returning to the same exact classification they previously held.

Ensure that a comment is included on the Workday event indicating which contract and section is used, the previous and consolidated classes of the rehire with note of how the wage was determined.

### **4: How do I determine the starting salary for an employee being hiring into a Nursing position? And what should be included in Workday?**

Salaries for new hires into nursing positions may be increased based on years of nursing experience, up to a maximum of 10 years, with each year of experience equaling three (3) steps on the associated pay line for NAPE covered positions, or 3% over the minimum permanent rate for Rules Covered positions.

Ensure that when submitting the Workday event, a comment is added indicating the number of years of experience used to determine the starting salary.

## 5: Is it ever appropriate to attach decision letters to Workday events?

Yes – whenever a Workday event is being submitted that was prompted by a decision from State Personnel, it would be appropriate to attach the signed decision letter or associated approval document.

## 6: What should I do if I have to make change, or correct a mistake, to a previous Workday event?

If the event has already been approved by State Personnel, you will need to submit a work ticket to correct the event. The ticket is submitted via email to: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov). If the event has not yet been approved by State Personnel, you can email your Agency's assigned Analyst and request to have the event sent back for corrections. It should be noted that you CANNOT make a change to a previous event, or correct a mistake, by submitting a new Workday event.

## 7: When processing a promotion, demotion, or transfer for an employee, how do I determine the correct salary to put into the Workday event?

You would utilize the quarterly NAPE, FOP, or Rules Promotion/Demotion calculators. You input the employee's current wage, current job code, and the job code for the new position and the calculator will determine the new wage or wage range. For the NAPE & FOP calculator, it will produce a specific wage; for the Rules calculator, you will receive a wage range that your Agency may decide the salary from.

## 8: What is the Attorney Delegation, and how do I use it?

The Attorney Delegation is authority, granted by the State Personnel Director, allowing Agency heads to authorize and process compensation and classification events for Rules and Regs covered Attorney classes.

Upload the Attorney Delegated memo to all Workday events when processing under the delegated authority for review and approval by the State Personnel Classification & Compensation team.

## 9: How to reclassify a vacant position in Workday?

Reclassifying a vacant position requires the position restrictions to be updated by submitting an Edit Position Restrictions event. This should be entered as:

Position Change Reason   Edit Position > Reclassification

## 10: How to reclassify occupied position in Workday?

Reclassifying an occupied position requires 2 separate events in Workday, one for the position and one for the employee. First, the position restrictions need to be updated by submitting an Edit Position Restrictions event. This should be entered as:

Position Change Reason   Edit Position > Reclassification



Once the position has been updated you can submit an event to reclassify the employee. This will be entered as a reclassification in the same position. This will be entered as either a promotion, lateral or demotion depending on if there was a change in the pay line. The reason will also be able to indicate whether there was a change in pay. Here are some examples:

Lateral Transfer > Reclassification in same position, no pay change - Lateral Move

Promotion > Reclassification in same position, increase in pay - Promotion

Demotion > Reclassification in same position, no pay change - Demotion

## **11: How to submit a compensation change in Workday?**

When submitting a request compensation change in Workday, please be sure to indicate if this is a temporary or permanent change in salary. Also be sure that you are utilizing the correct reason. There are only a handful of reasons that should be utilized, the most common are Working out of class and In-Grade salary adjustments. WOC will always be a temporary change. In-Grade salary adjustments can be either permanent or temporary. Less common reasons are July 1 increases, which are specific to the annual increases and disciplinary reduction.

When submitting a compensation change as part of a job change event, be sure that you correctly identify whether this is a promotion/demotion/lateral, this can be determined based on utilizing the appropriate calculator.

## **12: Does Classification and Compensation have class specifications for N coded classifications?**

No. Classification and Compensation does not create or maintain any class specifications for "N" coded classifications.

## **13: If a Rules Covered employee who is still on original probation is transferring from one Agency to another (or within the same Agency) should they go to MHR or MPR of the new class?**

For Rules Covered positions, if the transfer is to a higher pay line (a promotion) the employee must be paid at least the MPR even if they are on original probation. There is no MPR option for Contract Covered positions.

## **14: If I am understaffing a position, do I reclassify the position to the class I intend to understaff it as?**

No. The Hiring Restrictions on the position itself should remain the full performance level. However, the employee should be allocated to the class that they are understaffing as (for up to one year). Once the employee has reached the full performance class, they should be reclassified to match the position's restrictions.

## **15: When is an in-grade upon transfer appropriate?**

An in-grade upon transfer is only appropriate if an employee is transferring within the same Agency (to a RULES Covered position) and the movement is a true lateral (the MHR is the exact same).

## **16: How much of an increase should be requested for in-grade requests?**

There is not a set amount that should be requested, agencies should be requesting increases that are appropriate for the additional/higher level work that is being assigned to the employee. If an Agency is requesting an increase that it is extremely high for the duties added, the State Personnel Director has discretion to approve a lower rate than requested.

## **17: What if a supervisor is making less than a subordinate employee?**

There are many reasons that a subordinate employee may have a higher compensation than their immediate supervisor (they transferred from another position and the transfer allowed for a promotional rate; years of service; permanent in-grades, or July 1 increases over time; etc.). Because of all these possible factors that affect compensation for individual employees, this is not viewed as inequitable.

Please note that equity is not a standalone justification. Internal pay disparities created by management's discretion within the parameters of the Labor Contract or Rules and Regulations is not justification for an equity increase. After initial placement, progression through the salary range is to be based on performance, and in-grade adjustments justified by a significant increase in workload and/or assignment of higher-level duties that do not warrant reclassification.

## **18: Are Lead Worker duties an appropriate justification for an in-grade?**

No, being a lead worker is not a standalone justification for an in-grade. However, if being a lead worker results in the assignment of substantial increased workload and/or higher-level duties that do not warrant a reclassification a request could be submitted for review.

## **19: Do I need to stop a temporary compensation action in Workday prior to making changes to the base salary?**

Yes, any temporary compensation action needs to be stopped prior to submitting a change to the base wage.

## **20: Why was my in-grade request returned unfavorably due to timeliness?**

Agencies are expected to inform employees of any changes of duties and responsibilities when those changes occur and make compensation and/or classification requests at that time. Timely submissions are important because it is hard for retroactive in-grades to get approved and if it is not approved for whatever reason, it could be detrimental to the employee that has been doing the work for that timeframe.

## **21: Can an employee request a reconsideration?**

Generally, no, only management can initiate a reconsideration for classification.  
Rules:

- Only management can initiate a reconsideration within 15 workdays of decision letter.

NAPE and FOP Contract positions:

- Employees may appeal the classification determination, only if the action had an immediate adverse financial impact (reduction in salary) on the employee. See NAPE 19.7 and FOP 19.7.
- Management per Rules/Regs can initiate a reconsideration.

## **22: Can an Agency request a reconsideration on a compensation request?**

There is no reconsideration process for a compensation request.

## **23: How can I reopen a closed position?**

Reopening a closed position can be done by submitting an email request to Classification and Compensation. The request should include the Agency's needs as to why the position should be reopened as well as including the State Budget Analyst. The assigned Analyst will confirm that State Budget has verified funding and that all approvals have been received prior to notifying AS LINK that the position can be reopened.

## **24: Do I have to offer the MHR prior to submitting an Advanced Hiring Rate Request?**

Yes, agencies should be offering the MHR (or at the most MPR if Rules Covered) of the position prior to submitting an advanced hiring rate request. If the candidate declines/counters the offer, then agencies are able to open up the discussion with the candidate about the rate they will accept.

## **25: How do I move a classified employee into a discretionary non-classified position?**

If the position is occupied, a classified individual must voluntarily provide written agreement to move into a discretionary non-classified position.

## **26: How do I convert a classified position into a discretionary non-classified position?**

The number of discretionary non-classified positions an Agency is allowed is found in Neb. Rev. Stat 81-1316. Agencies shall submit to the State Personnel Director notification to create a new discretionary non-classified position, or to change current discretionary non-classified positions. This notification shall include a listing of the number of employees in the Agency for determination of the appropriate number of eligible discretionary non-classified positions.

## **27: How do I convert a discretionary non-classified position into a classified position?**

An Agency must submit a PDQ to State Personnel requesting a classified position. State Personnel will complete the classification process to establish and classify the position.

## **28: How do I know if my position is Rules Covered or Labor Contract Covered?**

Generally speaking, positions that are supervisory, general management, confidential or temporary, are excluded from the contract. To verify your position status, please refer to your Agency Human Resources contact person or refer to Chapter 1 of the Classified System Personnel Rules.

**29: If I leave employment with the State (not related to discipline issues) and return to a Rules Covered position, what happens to my service date?**

Employees returning to a Rules-covered position after a break in service of less than five calendar years may have their service date adjusted for the period of absence, meaning the employee will earn leave at the same rate as when they left state employment. Check with your Agency Human Resources contact as some Agency discretion may be applied in certain instances. Contract Covered employees should refer to questions/answers provided by the AS Employee Relations Division.

**30: If I leave employment with the State (not related to discipline issues) and return to a Rules Covered position, what happens to my unpaid sick time?**

Employees returning to a Rules Covered position after a break in service of less than three calendar years will have their accumulated unpaid sick leave balance restored. Check with your Agency Human Resources contact as some Agency discretion may be applied in certain instances. Contract Covered employees should refer to questions/answers provided by the AS Employee Relations Division.

**29: What needs to be included in a Reconsideration Request?**

Generally, only management can request a reconsideration except as outline in the Labor Contract (see question 21). These requests must be submitted within 15 working days of the decision letter. The Agency must indicate in a letter/email where they believe State Personnel erred in the review or what they feel wasn't taken into consideration. The information must be specific and preferably in bulleted format. No new information may be submitted.

## 6.2 APPENDIX A – SAMPLE PDQ A:

# NEBRASKA

Good Life. Great Service.

DEPT. OF ADMINISTRATIVE SERVICES

### Position Description Questionnaire (PDQ)

Agency:	Game and Parks
Division:	Parks
Request initiated by: <i>who is initiating this review request? Employee, Management or State Personnel</i>	Management
Purpose of Request:	Create Position
Position Number:	#12345678
Current Class Title:	N/A
Current Class Code:	N/A
Requested Class Title:	Game and Parks Temporary Park Worker II
Requested Class Code:	R43012
Employee Name (if position is occupied):	N/A
Employee Work Phone:	N/A
Employee Work Email:	N/A
Supervisor Name:	Betty Barnes
Supervisor Title:	Game and Parks Superintendent I
Supervisor Phone:	(222)234-5678
Supervisor Email:	bettybarnes@example.com
Document Completed by: <i>(name and title)</i>	Betty Barnes

1. Explain the reason for submitting this request, including why the current classification is inappropriate. Additional funding has been allocated to our agency to create another position dedicated to the Mahoney State Park to keep up with the high demand that the upcoming summer is about to bring in.



2. If a specific classification is being requested, please explain why the requested classification better describes the duties and responsibilities assigned. We are requesting the Game and Parks Temporary Park Worker II class as this position will be responsible to work on a team with 3 Temporary Parks Worker II's and 5 Temporary Park Worker I's and the work of this position will align with the 3 Temporary Park Worker II's by performing complex tasks that will require them to operate vehicles and perform service tasks that require more discretion than the temporary park worker I's on the team.
3. Briefly describe the essential purpose and contribution of this position and the primary reason this position exists. Describe what this position does, not the work done by the entire work unit. (*this section should be an overview of the duties described in section 7 of this document*) According to established procedures, this position will perform basic to moderately complex duties related to general grounds and maintenance tasks, housekeeping tasks, wrangler tasks, naturalist tasks, kiosk/booth and office support tasks.
4. Please provide any additional situational or background information, which may be relevant (e.g. were the new duties/s added as a result of legislation or regulation changes, have they been delegated from another employee (if so who), or a reorganization which has changed the work of this position, etc.). Over the winter, our agency has scheduled and booked 15 events to take place this summer at the Mahoney State Park. This was in response to the funding allocated to us via LB 1X3, "Ramp Up Park Events for the Public". With the increased number of events, there is already a higher demand for our parks and visitor services for the Summertime as seen by the influx of bookings for this summer for our cabins, campsites, and rental spaces.
5. Does this position directly supervise any other employees? **NO**  
If YES, [click here to complete the Supervisory Exclusion Questionnaire](#). Please submit with this form.
6. Does this position have financial (budgetary or procurement) responsibilities? **NO**  
If YES, [click here to complete the Financial Responsibilities Questionnaire](#). Please submit with this form.

**IMPORTANT NOTE:** Attach to this questionnaire a **current agency organization chart** showing where this position is located (circle or highlight the position on the chart). Please include the agency employees directly and indirectly supervised by this position and at least two levels of supervisors immediately above this position.

**7. Essential Duties of the Position.**

Please list and describe the essential duties assigned to this position. Explain what is performed, how it is performed, who or what is impacted, and other positions/contacts involved with the performance of the duty. Do not include a duty which occupies less than 5% of your time unless it is essential to the position. The total of all percentages should account for between 90% and 100% of the position's time.

Essential Duties of the Position			
Description of Duty	Percentage of Time	Criticality 1 = Most Critical 5 = Least Critical	Is this a <b>New Duty</b> assigned to this position? (Yes or No)

Essential Duties of the Position			
Description of Duty	Percentage of Time	Criticality 1 = Most Critical 5 = Least Critical	Is this a <u>New Duty</u> assigned to this position? (Yes or No)
<b>A. Housekeeping Duties:</b> Perform cleaning and maintenance tasks, including bed making and restroom cleaning that requires the use of cleaning agents; replace towels, soap, and toilet tissue; report any maintenance issues or damages to maintenance; follow established procedures and protocols for safe handling and usage of hazardous chemicals, ensuring proper dilution and application methods while using appropriate personal protective equipment (PPE), track inventory levels of cleaning supplies, linens, and other items; operate a designated housekeeping van within park premises for supply deliveries and maintenance tasks; provide additional housekeeping support for special events	30%	1 = Most Critical	YES
<b>B. General Parks Duties:</b> maintain park grounds by mowing lawns, trimming hedges, and pruning trees; operate lawn maintenance tools like mowers, trimmers, and leaf blowers; inspect grounds daily and report any hazards or issues to the supervisor; care for plants by fertilizing, watering, pruning, and transplanting; perform general repairs on park structures like fences and benches; use sweepers, buffers, and scrubbers; assist in moving furniture and supply deliveries.	30%	1 = Most Critical	YES
<b>C. Kiosk/Booth and Office Support Duties:</b> process cash and credit card transactions in park entry kiosks, offices, concessions, or activity centers; respond to visitor inquiries regarding park activities, activity center, and more; provide guest services, offering assistance and information to visitors and patrons; use computerized reservation systems for camping and cabin bookings which include check-ins, check-outs, walk-in site sales, and camp entry; maintain office supplies, records and equipment inventory	15%	2	YES
<b>D. Wrangler Duties:</b> take the public on supervised trail rides, emphasizing safety and efficiency; feed and groom horses and clean stable area; prepare horses with proper equipment for trail rides	10%	4	YES
<b>E. Naturalist Duties:</b> Assist education specialists, instructor, and other park workers in organizing and conducting educational and interpretive programs; help maintain nature center facilities and support animal care tasks	15%	3	YES
F. Click here to enter text.	%	Choose an item.	Choose an item.
G. Click here to enter text.	%	Choose an item.	Choose an item.

J. Click here to enter text.	%	Choose an item.	Choose an item.
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**8. Nature and Impact of Decisions Made.**

**What decisions can this position make independently?** Describe any decisions or resolutions that this position may make without input or approval from supervisor or manager.

This position can independently prioritize their everyday tasks assigned to them.  
This position can independently advise the public regarding basic reservations, services, and park policies.

**What decisions does this position provide input or recommendations for?** Describe any decisions that this position assists/recommends that must still receive approval from supervisor or manager.

This position can provide input on inventory for ordering and stocking.  
This position can make recommendations and suggestions on activity options and how educational trainings/courses are conducted.

**What issues or decisions must be escalated to the supervisor or manager?**

This position must escalate issues regarding perceived animal illnesses, any maintenance or safety issues, and complex reservation/guest requests.

***After completing the above section questionnaire, please sign and date it, and then give it to your immediate supervisor for review and notify your agency's Human Resources.  
Thank you for your time and cooperation.***

*By entering your name below, you are signing this form and certifying that the responses provided in this questionnaire accurately and completely describe the current duties and responsibilities of this position. If not signing electronically, please include the date.*

**X**  
\_\_\_\_\_

Employee Signature



## Supervisor's and Management's Review

1. List the type and amount of education and/or experience a person must possess to perform the essential functions of this position. Experience working in a recreational area, scenic attraction or historical setting, retail or customer service setting, agricultural setting, or related coursework/training or experience.
  
2. Supervisors or Managers, please review the employee's responses carefully to verify whether you think they provided an accurate and complete description of the position.

**Yes**  **No** – Do you as the Supervisor or Manager, agree with the all the information provided in this document?

If the supervisor or manager disagrees with any of the statements in this document or pertinent information is missing, please list the section and provide your comments below. Please clearly label each reviewer's comments. The employee's work performance will not be considered in the classification review of this position. **DO NOT CHANGE ANY OF THE EMPLOYEE'S RESPONSES.**

PDQ Section	Reviewer (your name)	Reviewer's Comments
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

*By entering your name below, you are signing this form and certifying that the responses provided in this questionnaire accurately and completely describe the current duties and responsibilities of this position based on your understanding, except as noted in the comments section above. If not signing electronically, please include the date.*

X

\_\_\_\_\_  
Supervisor Signature

X

\_\_\_\_\_  
Division Director or Administrator Signature

## 6.3 APPENDIX B – SAMPLE PDQ B:

### Position Description Questionnaire (PDQ)

Agency:	DAS
Division:	State Personnel
Request initiated by: <i>who is initiating this review request? Employee, Management or State Personnel</i>	Employee
Purpose of Request:	Reclassify Position
Position Number:	#12345678
Current Class Title:	Office Technician
Current Class Code:	S01011
Requested Class Title:	Mail/Material Worker
Requested Class Code:	S03332
Employee Name (if position is occupied):	Jane Doe
Employee Work Phone:	555-555-5555
Employee Work Email:	Jane.doe@example.com
Supervisor Name:	John Smith
Supervisor Title:	Mail Supervisor
Supervisor Phone:	(555)111-2222
Supervisor Email:	John.smith@example.com
Document Completed by: <i>(name and title)</i>	Jane Doe

1. Explain the reason for submitting this request, including why the current classification is inappropriate. My duties have evolved to primarily focusing on performing centralized mail processing and I feel they no longer fall within the Office Technician class as I am no longer the primary person at the front desk greeting visitors or answering phone calls.



2. If a specific classification is being requested, please explain why the requested classification better describes the duties and responsibilities assigned. I believe my duties now fall within the Mail/Material Worker as my primary focus is processing mail and distributing to the appropriate area.
3. Briefly describe the essential purpose and contribution of this position and the primary reason this position exists. Describe what this position does, not the work done by the entire work unit. (this section should be an overview of the duties described in section 7 of this document) The primary purpose of this position is to perform shipping and receiving of packages, sorting, stamping and routing incoming and outgoing mail.
4. Please provide any additional situational or background information, which may be relevant (e.g., were the new duties/s added as a result of legislation or regulation changes, have they been delegated from another employee (if so who), or a reorganization which has changed the work of this position, etc.). Do to changes within the area and the increase of mail that is incoming and outgoing, I have been assigned as the dedicated person to perform the majority of the mail processing for State Personnel.
5. Does this position directly supervise any other employees? NO  
IF YES, [click here to complete the Supervisory Exclusion Questionnaire](#). Please submit with this form.
6. Does this position have financial (budgetary or procurement) responsibilities? NO  
IF YES, [click here to complete the Financial Responsibilities Questionnaire](#). Please submit with this form.

**IMPORTANT NOTE:** Attach to this questionnaire a current agency organization chart showing where this position is located (circle or highlight the position on the chart). Please include the agency employees directly and indirectly supervised by this position and at least two levels of supervisors immediately above this position.

**7. Essential Duties of the Position.**

Please list and describe the essential duties assigned to this position. Explain what is performed, how it is performed, who or what is impacted, and other positions/contacts involved with the performance of the duty. Do not include a duty which occupies less than 5% of your time unless it is essential to the position. The total of all percentages should account for between 90% and 100% of the position's time.

Essential Duties of the Position			
Description of Duty	Percentage of Time	Criticality 1 = Most Critical 5 = Least Critical	Is this a New Duty assigned to this position? (Yes or No)
A. I perform centralized shipping/receiving of everything coming in or going out of State Personnel. This requires knowledge of packing procedures, palletizing, shipping documents, receiving, and reporting procedures and available shipping methods. This duty also includes	40%	1 = Most Critical	YES

shipment tracking by utilizing order tracking data bases and excel spreadsheets to ensure shipments are tracked.			
B. I am the recycling coordinator for the organization. I am responsible to ensure that all state recycling procedures are being followed. I also monitor violations and provide corrective guidance to employees as required.	10%	2	NO
C. I perform centralized mail processing for State Personnel. This duty involves picking up the outgoing mail and receiving the incoming mail (both inter-agency and UPS). I also sort mail by type, date stamp official mail and determine which floor the mail goes to.	30%	1 = Most Critical	YES
D. I assist with performing customer services at the front desk as needed. This includes greeting and directing visitors or answering and routing phone calls to the appropriate person/area.	10%	3	NO
E. I perform daily courier service to pick-up and deliver mail and printouts, and to pick-up legislature bills and agenda.	5%	2	YES
F. I breakdown incoming surplus phones for disposal	5%	4	NO
G. Click here to enter text.	%	Choose an item.	Choose an item.
H. Click here to enter text.	%	Choose an item.	Choose an item.
I. Click here to enter text.	%	Choose an item.	Choose an item.
J. Click here to enter text.	%	Choose an item.	Choose an item.

### 8. Nature and Impact of Decisions Made.

**What decisions can this position make independently?** Describe any decisions or resolutions that this position may make *without* input or approval from supervisor or manager.

In this position I can independently prioritize my daily everyday tasks and determine the appropriate mailing/packaging process for outgoing items.

In this position I can independently operate pallet jack equipment. In this position I can independently initiate recycling violation processes.

**What decisions does this position provide input or recommendations for?** Describe any decisions that this position assists/recommends that must still receive approval from supervisor or manager.

In this position I can provide input on inventory for ordering supplies. In this position I can provide input and make recommendations and suggestions on mail processes.

What issues or decisions must be escalated to the supervisor or manager?

In this position I escalate issues outside of the normal processes to the supervisor as well as repeat violations to the recycling program.

**After completing the above section questionnaire, please sign and date it, and then give it to your immediate supervisor for review and notify your agency's Human Resources. Thank you for your time and cooperation.**

By entering your name below, you are signing this form and certifying that the responses provided in this questionnaire accurately and completely describe the current duties and responsibilities of this position. If not signing electronically, please include the date.

X

Employee Signature

## Supervisor's and Management's Review

1. List the type and amount of education and/or experience a person must possess to perform the essential functions of this position. Coursework/training or experience in public contact, customer service, and/or performing and applying office/clerical support procedures.
2. Supervisors or Managers, please review the employee's responses carefully to verify whether you think they provided an accurate and complete description of the position.

Yes  No – Do you as the Supervisor or Manager, agree with the all the information provided in this document?

If the supervisor or manager disagrees with any of the statements in this document or pertinent information is missing, please list the section and provide your comments below. Please clearly label each reviewer's comments. The employee's work performance will not be considered in the classification review of this position. **DO NOT CHANGE ANY OF THE EMPLOYEE'S RESPONSES.**

PDQ Section	Reviewer (your name)	Reviewer's Comments
Section 7 Duty B	John Smith	This position only coordinates the recycling program 5% of the time.

Section 7 Duty D	John Smith	This position works at the front desk approximately 15% of the time.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

*By entering your name below, you are signing this form and certifying that the responses provided in this questionnaire accurately and completely describe the current duties and responsibilities of this position based on your understanding, except as noted in the comments section above. If not signing electronically, please include the date.*

X

Supervisor Signature

X

Division Director or Administrator Signature

X

Agency Director or Designee Signature

X

Agency Budget Signature\*\*\*

\*\*\* State Budget verification must be provided to State Personnel. Agency Budget verification may be indicated



## 6.4 APPENDIX C – SAMPLE COMPENSATION REQUEST:

Agency:	DAS
Division:	State Personnel
Purpose of Request:	In-Grade
Rules or Contract Covered:	Contract
Candidate/Employee Name:	John Doe
Is this a Current Employee:	Yes
Position Number:	12345678
Class Title:	Maintenance Technician
Class Code:	M84011
Permanent or Temporary: (In-grade only)	Permanent
*Effective Date(s):	4/1/2024
Minimum Permanent Rate/Current Rate:	15.840
Requested Rate:	16.632
Percentage Increase:	5%

\* Compensation requests are effective the date of submission unless otherwise requested.

### 1. Describe the primary job duties of the position. *(Utilize bulleted format)*

- Landscaping/pruning of shrubs/trimming trees/mulching
- Planting annual and perennial flowers
- Maintaining grounds to include watering/seeding applying pesticides mowing
- Operating mower and power equipment
- [Click here to enter text.](#)

### 2. Impact: Provide a list of all employees within the agency occupying the same class code *(use example below to create spreadsheet/print report from Workday to capture ALL employees in the same class code).*

First Name	Last Name	Continuous Service Date	Time in Job Profile	Job Code	Job-Related Credentials	Total Base Pay	Position Number
John	Doe	11/02/1998	6.63	I75013	LPN	\$32.36	02500000
Jane	Doe	10-05-1998	18.54	I75013	LPN	\$35.403	02500001

Page 1 of 5



**3. Equity Consideration:** (See equity considerations guidance for assistance.)

- ❖ Will this adjustment allow the employee/candidate to surpass others with the same class code? Yes
- ❖ How many individuals will be surpassed? 0
- ❖ Is the agency requesting to address the equity considerations? N/A
- ❖ Why or Why not? (Include reason, names, and position numbers of those who you are requesting for equity consideration) n/a

**For NAPE covered positions:**  
 NAPE's review and concurrence is sought for any request beyond step 15 of the employee's classification.

**4. Fiscal Impact:**

- ❖ How will the increased salary be funded? (Include what budget program(s) and fund type(s) are impacted) PSL will be funded from Program 123 and the fund will be 45678
- ❖ What will the fiscal impact amount be for the current fiscal year as well as the fiscal impact in subsequent fiscal years when fully-annualized? (Include amount for each affected program and fund type) Impact to Program 123 will be an increase for FY24/25 is PSL of \$1800

**IMPORTANT NOTE:** All applicable sections need to be completed. **Section 5** needs to be completed for Advanced Hiring Rate Requests **only**. **Section 6** needs to be completed for In-Grade Requests **only**. All other sections need to be completed.

**5. Advanced Hiring Rate. (Complete if requesting an advanced hiring rate)**

Must provide recruitment efforts of the position for the past 12 months (if applicable)

Requisition Number	Dates Posting was active	List of publications / websites utilized	# of applicants received	# of applicants that met the class MQs *	# of applicants interviewed	Result of posting
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

\* The number of applicants that met the MQ's, would include any applicant that met the classifications MQ's. This would not include only applicants that meet the agency's preferred qualifications.

**Justification for Adjustment:** (Check all that apply and provide sufficient information as it relates to the justification selected.)

**Recruitment Difficulties:**

✧ Explain how the information above has hindered your recruitment efforts for the position.

[Click here to enter text.](#)

**Superior Qualifications:**

✧ Explain how the candidate greatly exceeds the minimum and/or preferred qualifications for the position. (skills, experience, training above and beyond minimum qualifications, etc.)

[Click here to enter text.](#)

✧ Explain how the candidate's qualifications compare to the other candidates that were interviewed. [Click here to enter text.](#)

**Promotional Advanced Hiring Rate: RULES POSITIONS ONLY**

✧ This option is only available when the employee is moving to a higher pay line. Must still meet at least one of the other justifications. Please provide the current position number, job classification and job code. [Click here to enter text.](#)

**Additional Information:**

**Yes**  **No** – Was the candidate offered the minimum hiring rate?

**Yes**  **No** – Has the candidate agreed to accept the position at the requested amount?

**Yes**  **No** – Does the agency have an alternative candidate in mind, should this candidate decline?

What are the consequences if the agency must continue recruitment efforts? [Click here to enter text.](#)

**6. In-Grade Salary Adjustment: (Complete if requesting an in-grade adjustment)**

**Justification for Adjustment:** *(Check all that apply and provide sufficient information as it relates to the justification selected.)*

**Unique Responsibilities/Higher-Level Duties:**

In the chart below please describe the duties that have been assigned. It is the expectation that these duties would be in addition to the primary duties listed above. Duties must be unique to the position and distinguished from others on the same team within the same class code.

**Supervisory Duties/State Personnel Approved Supervisory Exclusion:**

**RULES POSITIONS ONLY**

Provide the position numbers and class title/codes for the direct reports that this position will supervise. *(If accompanying a bargaining unit change, please include a Supervisory Questionnaire with submission)* [Click here to enter text.](#)

**Increased Workload:**

In the chart below please describe the duties that have been assigned. It is the expectation that these duties would be in addition to the primary duties listed above. Duties must be a considerable increase in workload.

**Additional Information:** *(Must be completed if utilizing the above justifications or supervisory duties justification.)*

✧ How was this employee selected for these work assignments over others in the same classifications? **Mr. Doe has the most seniority in this class and has the experience and knowledge/skills to perform these duties.**

Please list and describe the additional duties that have been assigned to this position. Indicate whether these duties are outside of the scope of the current classification. Must indicate the percentage of time for each duty, the date in which the duties were assigned as well as the reason for the re-assignment of work and who *(position number and class title/class code)* previously performed the duty.

<b>Added Duties of the Position</b> <i>(Must be completed if utilizing unique responsibilities/increased workload justification.)</i>				
Description of Duty	Percentage of Time	Falls within Scope of Current Class	Date Duty Added	Reason for Reassignment/Who Performed Duty Previously
<b>A. Performing snow removal, salting sidewalks and parking lots. Parking lot maintenance to include trash/debris cleanup/ painting parking stall lines and repairing minor cracks in concrete</b>	30%	YES	4/1/2024	<b>Due to the addition of 2 new parking lots and multiple sidewalks; Position #3456789 previously was the only position to perform these duties but now the duties are being divided between 2 positions.</b>
<b>B. Click here to enter text.</b>	%	Choose an item.	Click or tap to enter a date.	Click here to enter text.
<b>C. Click here to enter text.</b>	%	Choose an item.	Click or tap to enter a date.	Click here to enter text.
<b>D. Click here to enter text.</b>	%	Choose an item.	Click or tap to enter a date.	Click here to enter text.
<b>E. Click here to enter text.</b>	%	Choose an item.	Click or tap to enter a date.	Click here to enter text.

**Retention:**

Only available when there is a written bona-fide job offer from outside of State Employment that is relevant to the current position and is greater than the employee's current base wage. *(Job offer must be submitted with the request).* Please indicate the reason as to why the agency is requesting to retain this employee. **Click here to enter text.**



**Sustained High Performance: RULES POSITIONS ONLY**

Qualifying Criteria: Must be specifically related to performance.

**Yes**  **No** – Has the employee sustained minimally for three consecutive annual review (calendar) years scores/reviews that exceed and differentiate them from their peers. (Please submit scores for at least the last 3 years) Please complete the table below.

Document objectively each of the below contributing factors (submit any supporting documentation)	
Innovation	<a href="#">Click here to enter text.</a>
Initiative	<a href="#">Click here to enter text.</a>
Distinguishing Contributions	<a href="#">Click here to enter text.</a>
Differentiation from Peers (within same classification and/or team)	<a href="#">Click here to enter text.</a>
Excellence in Execution (SMART Goals, Projects/Deliverables)	<a href="#">Click here to enter text.</a>
Models the Core Values of the State of Nebraska	<a href="#">Click here to enter text.</a>

## 7. Signatures

X

Agency Budget Analyst Signature

X

State Budget Analyst Signature

X

Agency Director or Designee Signature

**Internal Agency approvals must be obtained prior to submitting the request to State Personnel.**

**Written approval must be received from State Personnel prior to notification or implementation.**

**If you have any questions, please contact your assigned agency analyst.**

## **6.5 WEBSITE RESOURCES:**

We've provided a list of website links below that you may find helpful:

### **✦ *DAS - State Personnel Website:***

<https://das.nebraska.gov/personnel/index.html>

### **✦ *Classification & Compensation Website:***

<https://das.nebraska.gov/personnel/classcomp/index.html>

#### ***Classification Specifications:***

<https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html>

#### ***Pay Plans & Quarterly Pay Plan Changes:***

<https://das.nebraska.gov/personnel/classcomp/payplan.html>

#### ***Class & Comp Toolbox:***

<https://das.nebraska.gov/personnel/classcomp/pdq.html>

### **✦ *Employee Relations Website:***

<https://das.nebraska.gov/emprel/index.html>

#### ***Labor Contract Information:***

<https://das.nebraska.gov/emprel/labor.html>

### **✦ *Nebraska Labor Standards:***

<https://www.dol.nebraska.gov/laborstandards>

### **✦ *U.S. DOL Wage and Hour Division:***

<https://www.dol.gov/agencies/whd>

### **✦ *Employment Posters:***

<https://www.dol.gov/general/topics/posters>

### **✦ *FLSA Information:***

[Wages and the Fair Labor Standards Act | U.S. Department of Labor \(dol.gov\)](#)