

Classification Functions

- In this section we will review the following:
 - When a Classification Review Should Occur
 - Classification Methodology
 - Job Factors
 - How to fill out the PDQ
 - Classification Review Process & Timeline

A Classification Review Should Occur:

- When an agency has significantly changed a positions duties (whether vacant or filled)
- When and agency wishes to establish/create a new position
- If State Personnel becomes aware that a position may be misclassified
- If an Employee wants a review of their position
 - Provided that the position has not been reviewed and/or a classification decision letter has not been issued in the previous 6 months for Rules covered positions, 12 months for NAPE covered positions
- If Agency Management believes a position is not correctly classified

Note: It is the responsibility of the agency to initiate a PDQ update and classification review when duties have been changed.

Classification Methodology:

- Several factors determine the depth of methodology utilized by the Class and Comp team
 - Some factors include: commonality or uniqueness of the class requested within the classified system, whether the position is vacant or occupied, the duties assigned to the position, and the quality of the submitted PDQ
- Review methodology that follows a submitted request encompasses:

- 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

Classification Methodology:

- Based on the nature of the request, the Class & Comp team has several other available tools that can be utilized which include:
 - 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
 - Reviews other information Class & Comp 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
- Utilization of these tools is up to the discretion of the Class & Comp Analyst performing the review

Job Factors:

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

Filling Out The PDQ:

- The Position Description Questionnaire (PDQ) serves as an all-inclusive document that provides a description of the work assigned to and performed by a given position

Important Reminders for Filling out the PDQ:

- 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.

Classification Functions

Filling Out The PDQ:

- Page 1 Box:
 - Ensure all applicable information is filled out.
- Sections 1-4:
 - Clear and concise information should be provided as responses to these questions.
 - Responses should not be pages of information

1. Explain the reason for submitting this request, including why the current classification is inappropriate. [Click here to enter text.](#)
2. If a specific classification is being requested, please explain why the requested classification better describes the duties and responsibilities assigned. [Click here to enter text.](#)
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)* [Click here to enter text.](#)
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.). [Click here to enter text.](#)

Position Description Questionnaire (PDQ)	
<i>Tools to assist in filling out this form are available on DAS Class & Comp website.</i>	
Agency:	Click here to enter text.
Division:	Click here to enter text.
Request initiated by: <i>who is initiating this review request? Employee, Management or State Personnel</i>	Choose an item.
Purpose of Request:	Choose an item.
Position Number:	Click here to enter text.
Current Class Title:	Click here to enter text.
Current Class Code:	Click here to enter text.
Requested Class Title:	Click here to enter text.
Requested Class Code:	Click here to enter text.
Employee Name (if position is occupied):	Click here to enter text.
Employee Work Phone:	Click here to enter text.
Employee Work Email:	Click here to enter text.
Supervisor Name:	Click here to enter text.
Supervisor Title:	Click here to enter text.
Supervisor Phone:	Click here to enter text.
Supervisor Email:	Click here to enter text.
Document Completed by: <i>(name and title)</i>	Click here to enter text.

Filling Out The PDQ:

- Sections 5 & 6:

- If the position directly supervises any other employees “yes” must be marked and a completed *Supervisory Responsibility Form* must be submitted with the PDQ
- If the position has any financial responsibilities “yes” must be marked and a completed Financial Responsibilities Questionnaire must be submitted with the PDQ
 - Any assigned financial responsibilities should also be indicated in the essential duties section

5. Does this position directly supervise any other employees? Choose an item.

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? Choose an item.

If YES, [click here to complete the Financial Responsibilities Questionnaire](#). Please submit with this form.

Filling Out The PDQ:

- Section 7 – Essential Duties:

- Description of Duty:

- Reflects a breakdown of permanently assigned duties performed by the position
 - Should not include future or anticipated work or work that is performed on a “backup” basis

- Percentage of Time:

- Estimate the percentage of time spent performing each duty
 - Total percentages should account for 100% of the position’s time

- Criticality:

- How critical is each duty to the position’s overall work objectives
 - 1 (most critical) to 5 (least critical)

- Is this a new duty?:

- This indication tells us how the work has changed to warrant review for potential reclassification
 - If everything is marked as “No” it could be assumed that nothing has changed since the last PDQ review and the position is appropriately classified

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.

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

Filling Out The PDQ:

- Section 8 – Independent Decisions:
 - This section helps outline the authority a position has as it relates to resolving issues, making determinations, and level of input a position has
 - Should be broken down into three independence levels:

8. Independent Decisions.	
What decisions can this position make <u>independently</u>? Describe any decisions or resolutions that this position may make <i>without</i> input or approval from supervisor or manager.	Click here to enter text.
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.	Click here to enter text.
What issues or decisions must be escalated to the supervisor or manager?	Click here to enter text.

Submitting A Classification Review Request

- Submissions should be sent to the DAS.ClassandComp@nebraska.gov email and must include:
 - Completed PDQ with all appropriate signatures
 - Current Organizational Chart
 - Supervisor Exclusion Questionnaire **if the position is assigned supervisory duties**
 - Financial Responsibilities Questionnaire **if position is assigned any budgetary, procurement, or financial responsibilities**

Note: State Personnel will only accept and log complete requests

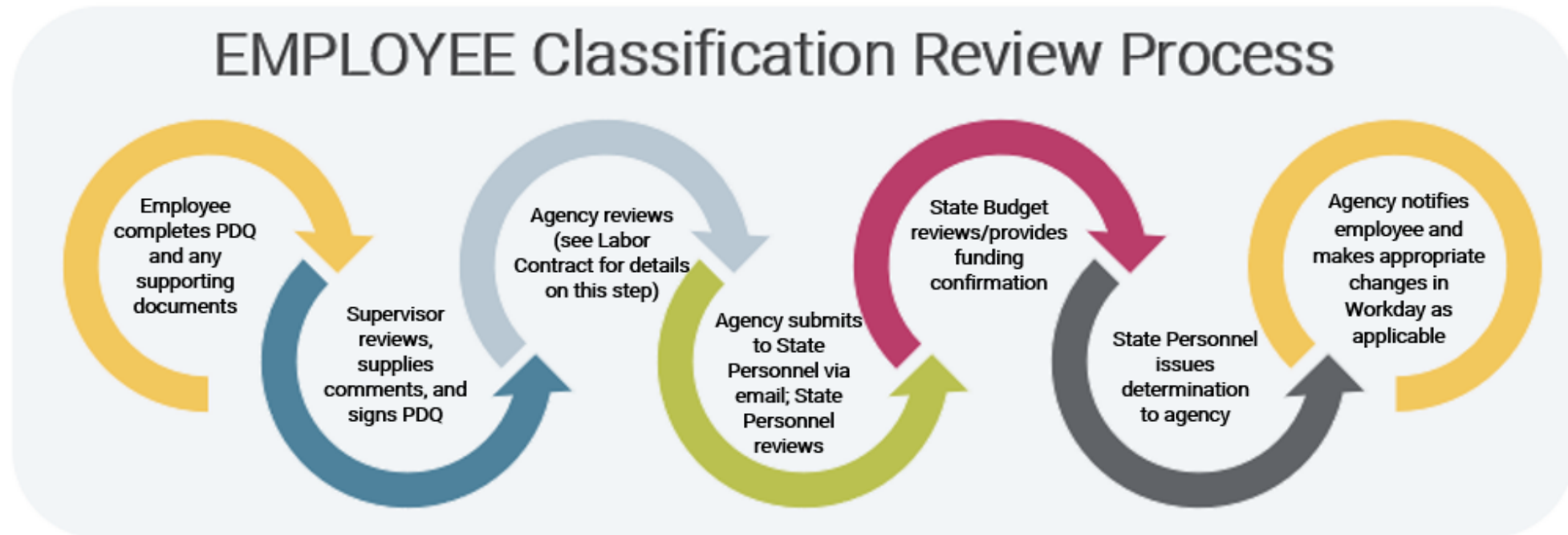
Classification Review Process and Timeline

State Personnel typically reviews classification requests in the order in which they were received

- Depending on how the request was initiated, timelines may vary slightly

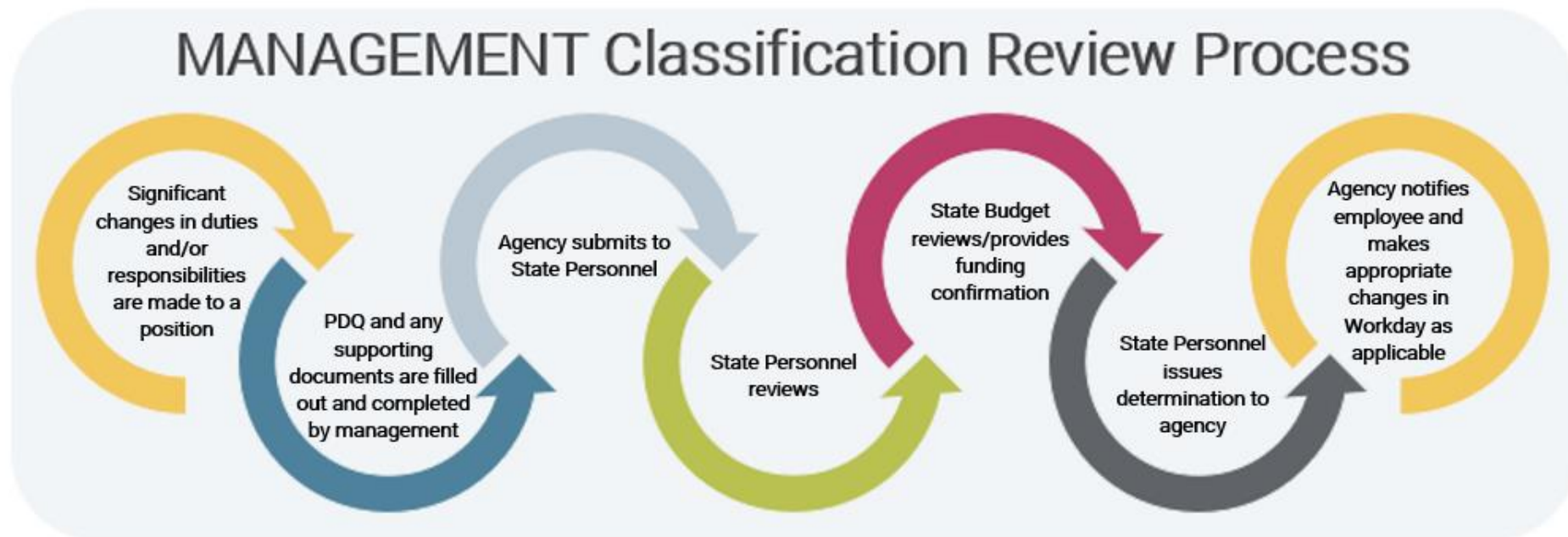
- **Employee-Initiated Requests:**

- The NAPE/AFSCME Labor Contract requires that contract covered employee-initiated requests be completed by State Personnel within 45 workdays of submission to State Personnel (15 workdays if no other relevant information needs collected).



Classification Review Process and Timeline

- **Management- Initiated Requests (for Occupied and Vacant Positions)::**
 - Typically completed within the 15-45 workday timeframe.
 - In most cases, 45 days is the maximum timeframe unless there are unforeseen circumstances that may extend that timeframe. For example, State Personnel may need to extend the timeframe if:
 - Responses to additional questions are not received in a timely manner
 - Additional information on another position has been requested
 - State Personnel is utilizing multiple different tools to conduct the analysis due to the uniqueness of the position



Classification Review Outcomes:

- **Formal Decisions:** Issued by the Class and Comp Analyst may result in one of three outcomes:
 - 1. The review could confirm that the requested classification is appropriate and should be adjusted accordingly
 - Requires 2 events (initiated by the agency) in Workday; one for the employee and one for the position restrictions
 - 2. The review could find disagreement with the requested class and note which classification is appropriate (this could be a classification that is higher or lower than the current classification)
 - Requires 2 events (initiated by the agency) in Workday; one for the employee and one for the position restrictions
 - State Personnel's decision will outline what the reviewed position does, general information about the requested class, and general information about the appropriate class (if different than the requested)
 - 3. The review could find the position is appropriately classified within the current classification
 - Requires no changes in Workday

Classification Decision Appeals:

- Should an agency disagree with State Personnel's determination, a reconsideration request could be submitted within 15 workdays

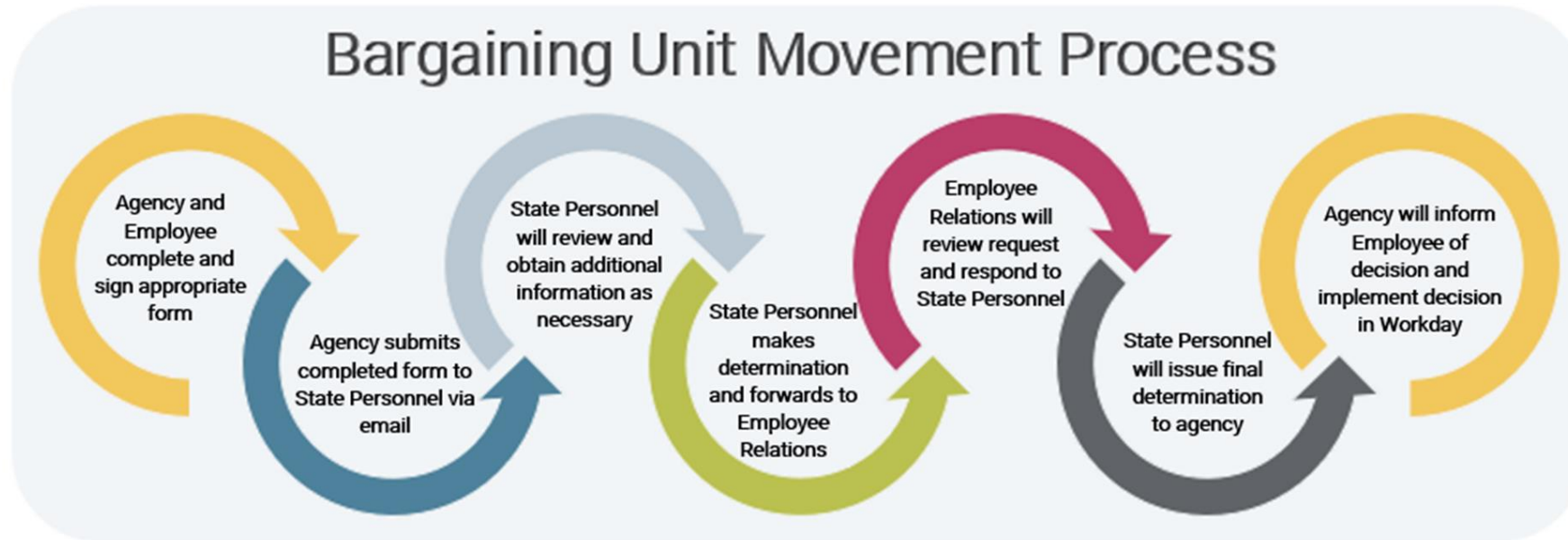
- Reconsiderations:

- 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. The determination of the second review is binding.

Note: Employees are not able to initiate a reconsideration review

Bargaining Unit Movement

- Requesting a bargaining unit change:
 - Movement happens when the work still falls within the classification, but current bargaining unit is no longer appropriate due to changes in the assignment of:
 - Supervisory responsibilities (Supervisory Questionnaire)
 - Work that is confidential having access to information pertaining to collective bargaining negotiations or who assist persons who formulate, determine, and effectuate management policies in the field of labor relations (Confidentiality Questionnaire)

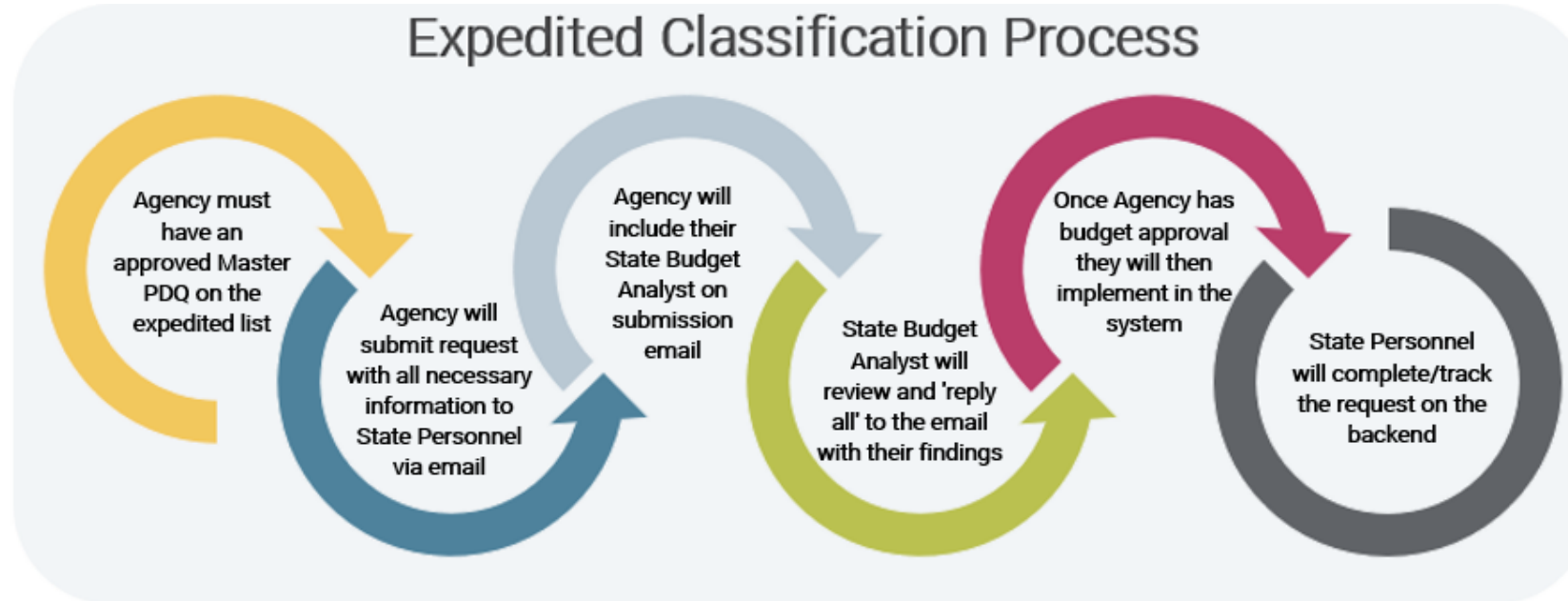


Expedited Classification Process

- Intention: accelerate the process of highly populated (25 or more positions within the agency) or agency unique classifications that typically result in approval of the agency's request
- Requesting a class be added to the expedited list:
 - Agency Director or Designee submits request to the State Personnel Class & Comp team requesting a specific classification be added
 - State Personnel will review and identify if the class is appropriate for the expedited list
 - If appropriate, the agency must create and submit a Master Position Description Questionnaire
 - Once State Personnel reviews and approves the Master PDQ that class is available for expedited process use (to reclass or create positions allocate to the approved expedited class)

Expedited Classification Process

- Utilizing the expedited process:



- Agencies are responsible to retain a copy of the Master PDQ approved for each class
- Should your agency need to make changes to the work of positions in that class, an updated Master PDQ may be needed
- Master PDQs will need to be reviewed by the agency every 5 years to ensure accuracy

Class Specification Revision

- Possible reasons for a Class Specification revision:

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

- To request a Class Spec revision:

- Submit to DAS.ClassandComp@nebraska.gov
 - the specification you're requesting to update as a Word document with track changes showing your requested updates
 - the reason/explanation for the updates

Note: updates to class specifications will not result in a change to the pay line