**DATE:** August 24, 2022

**TO:** Classified Agency Directors

Classified Agency HR Directors

**FROM:** Kevin Workman, Director

DAS-State Personnel

**SUBJECT:** Expedited Classification Process Update

The Expedited Classification Process is a process whereby positions may be created or existing positions, vacant or filled, reclassified to an approved classification which already has a Master Position Description (PDQ) on file that was agreed upon by the Agency and State Personnel. This results in expedited processing of a creation or reclassification request because a full review is not needed by the State Personnel Classification & Compensation team.

1. A goal of State Personnel is to partner with State Agencies to provide proactive support for their workforce mission and goals. State Personnel has identified an opportunity to increase efficiency within the Expedited Classification Process.

2. Classifications that have been approved for use within the Expedited Classification Process in the past have been those that are highly populated or that are unique to a single Agency. To initiate getting a classification added to the Expedited Classification Process for your agency’s use, your Agency Director or their designee must submit a memorandum or e-mail request to State Personnel via [das.classandcomp@nebraska.gov](mailto:das.classandcomp@nebraska.gov) requesting the specific classification to be utilized through the Expedited Classification Process. State Personnel will review the request and respond indicating if additional information is needed or if the requested classification is approved for use with the process.

3. Once approved by State Personnel, classified State Agencies are currently required to submit a generic Master Position Description Questionnaire (PDQ) for each State Personnel approved classification that will be utilized for expedited reclassifications or requests to create additional positions allocated to that classification. Agencies must 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.

4. Once the Master PDQ has been approved by State Personnel, in order to reclassify or create a position that’s been approved for the expedited process, an agency would forward an e-mail to [das.classandcomp@nebraska.gov](mailto:das.classandcomp@nebraska.gov) indicating a) position number; b) statement of request to create or reclassify a position to a specific expedited class; and c) the following statement “Position #<position number> will perform similar duties as other positions allocated to the <class title> classification within the Agency.”

5. State Personnel is updating the Expedited Classification Process for Agencies, to further increase efficiencies in implementation & processing. Moving forward, agencies will contact/cc their State Budget Analyst when submitting the request to [das.classandcomp@nebraska.gov](mailto:das.classandcomp@nebraska.gov). The State Budget Analyst will then ‘reply all’ with their findings/approval, at which point once approved, Agencies could implement the expedited reclassification or creation into the system (EWC/Workday) while State Personnel tracks the request on the backend. 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.

6. Please contact Elise Woodward, Classification & Compensation Manager, or your Agency’s Personnel Analyst should any questions arise or should you wish to utilize the expedited classification process.

Cc: Jason Jackson

Christy Osentowski

Elise Woodward

State Budget Office