



**STATE OF HAWAII  
DEPARTMENT OF HUMAN RESOURCES  
DEVELOPMENT  
POLICIES AND PROCEDURES**

POLICY NO. 200.001 ECCD/Class	NO. of PAGES 4
EFF. DATE 12/18/03	REV.NO./Date

TITLE:

**POSITION CLASSIFICATION AND  
COMPENSATION SYSTEM**

APPROVED:

Kathleen N. A. Watanabe, Director

**I. POLICY**

An objective, consistent and timely classification system for all civil service positions that is founded upon job analysis shall be developed and maintained on a statewide basis.

**II. RATIONALE**

A statewide position classification and compensation system that is fair and equitable contributes to the attraction and retention of a merit based public workforce.

**III. SCOPE**

This policy and procedure applies to all civil service positions in the Executive Branch.

**IV. GENERAL PROVISIONS - CLASSIFICATION**

**A. DEVELOPMENT AND MAINTENANCE OF A POSITION  
CLASSIFICATION SYSTEM(S)**

1. The Director shall develop and maintain a position classification system(s) that provides for placing positions in their appropriate classes.
2. The basis for establishing a class and allocating positions to it shall be the nature and level of complexity of duties and responsibilities assigned to positions and the minimum qualifications required to perform such.
3. The work of positions and other factors that are necessary for a proper understanding of the work are to be documented in official position descriptions prepared by the departments.

## POSITION CLASSIFICATION AND COMPENSATION SYSTEM

POLICY NO. 200.001 (Eff. 12/18/03)

4. The Director may inquire into the work of positions, other factors, and the minimum qualification requirements of positions at any time.

### B. ESTABLISHMENT OF STANDARDS FOR POSITION CLASSIFICATION

1. The Director shall establish standards for the development and maintenance of the classification system or systems relative to position descriptions, classes, the position classification plan, and other matters.
2. Written class specifications shall be adopted to define the classes of positions and guide the placing of positions in classes.
3. In developing class specifications, the Director shall:
  - a. Describe the various classes of positions in the position classification plan in terms of nature and level of complexity of duties and responsibilities, and minimum qualification requirements;
  - b. Establish official class titles; and
  - c. Provide for adoption and publication of the specifications.
4. The Director shall establish, revise, or abolish classes in order to maintain the position classification plan.

### C. AUTHORITY FOR POSITION CLASSIFICATION

1. The Director has the authority to establish procedures for the development and maintenance of the position classification plan.
2. Governing procedures shall apply to all relevant aspects, including position descriptions, authorization, supporting documents, standards of adequacy, and procedures for submitting requests.

**POSITION CLASSIFICATION AND COMPENSATION SYSTEM**

**POLICY NO. 200.001 (Eff. 12/18/03)**

**D. CLASSIFICATION OF POSITIONS**

1. The Director shall:
  - a. Place any position subject to this policy in an appropriate class; and
  - b. Change any position from one class to another class whenever warranted by significant change in position duties and responsibilities, class definition, or to correct an error.
2. Each position shall be placed in a class that is consistent with the nature and the level of complexity of its duties, responsibilities, and minimum qualification requirements.
3. The Director may establish standards and procedures and delegate to departments the authority to place their own positions in existing classes. Post audit shall be conducted on actions taken by departments when classification authority has been exercised.
4. The Director may rescind or otherwise correct any action that is taken as appropriate and may withdraw the authority when he/she determines that continued delegation is not in the best interest of the personnel system.

**E. DEPARTMENTAL RESPONSIBILITIES**

1. The department shall ensure that the duties and responsibilities assigned to each of its positions are accurately reflected in an official position description.
2. Redescriptions shall be submitted on a timely basis if significant changes in the duties and responsibilities of a position are made.
3. Departments shall not use the classification process to evade the principles of the merit system and effect personnel changes for which other personnel processes exist.

**POSITION CLASSIFICATION AND COMPENSATION SYSTEM**

**POLICY NO. 200.001 (Eff. 12/18/03)**

**V. GENERAL PROVISIONS - COMPENSATION**

**A. ASSIGNMENT OF NEW CLASSES TO PAY GRADES**

Consistent with policies and standards that are established in accordance with statute, the Director shall assign new classes to pay grades in the appropriate schedules.

**B. EVALUATION OF CLASSES FOR ASSIGNMENT TO PAY GRADES**

The assignment of classes to pay grades shall be in accordance with policies and standards that are established in conformance with statute and the following principles:

1. Classes which are relatable and are substantially equal shall be assigned to the same pay grade; and
2. Significant differences between relatable classes in complexity, responsibility, qualification requirements, and working conditions shall be reflected in the relative difference in assignment to pay grades.

**VI. AUTHORITIES AND REFERENCES**

§ 76-1, Hawai'i Revised Statutes, *Purposes; merit principle*

§ 76-5, Hawai'i Revised Statutes, *Alternatives in providing human resources program services*

§ 76-11, Hawai'i Revised Statutes, *Definition*

§ 76-13, Hawai'i Revised Statutes, *Specific duties and powers of director*

§ 76-13.5, Hawai'i Revised Statutes, *Classification*

HRD Policies and Procedures, Policy No. 200.002, *Basic Policies and Practices in Position Classification*