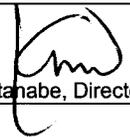




**STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES
DEVELOPMENT
POLICIES AND PROCEDURES**

POLICY NO. 200.002 ECCD/Class	NO. of PAGES 8
EFF. DATE 12/18/03	REV.NO./Date

TITLE: **BASIC POLICIES AND PRACTICES
IN POSITION CLASSIFICATION**

APPROVED: 
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I. POLICY

The concept of position management, including a system of position classification that is based upon job analysis and scientific methods, shall be utilized in the administration of personnel programs.

II. RATIONALE

A consistent, fair, and uniform classification system supports and enhances personnel programs by facilitating the efficient assignment of positions to pay scales, the processes for recruiting and examining prospective employees, and establishing in-service career patterns.

III. DEFINITIONS

“Allocation” means the placement of a position in a specific class on the basis of its duties and responsibilities.

“Class or class of work” means all positions which are sufficiently similar with respect to their duties, responsibilities, and level of authority and difficulty that the same descriptive title may be used to describe each position allocated to the class, that the same knowledge, skill, ability, and other qualifications are applicable, and that the same pay grade may be assigned.

“Classification plan” means the systematic or organized framework of classes of positions, exhibiting a logical pattern of relationships so as to facilitate salary grade assignment.

“Class specification” means the official document providing a formalized summary depicting the duties, responsibilities, level of difficulty and authority, and minimum qualification requirements of a class.

“Compensation plan” means the pay plan consisting of the assignment of all classes in the classification plan to ranges in the appropriate salary schedules on the basis of relative worth.

“Initial allocation” means the initial placement of a new position in its proper class.

“Major duty” means any duty which occupies a significant portion of the work time and the nature of the work.

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“Position” means a specific job, whether occupied or vacant, consisting of all the duties and responsibilities assigned or delegated by competent authority, requiring the full or part-time employment of one person.

“Position classification” means the systematic analysis and grouping of positions into classes based on their current duties and responsibilities, required knowledge, abilities, skills, and other pertinent work facts, so that the same titles and statements or definitions of essential characteristics may reasonably be applied to positions comprising such classes. It also includes the systematic arrangement of all classes into a position classification plan on the basis of the nature and level of work reflected in those classes.

“Position description” means an official written statement of the major duties and responsibilities, organizational relationships and knowledge, skills and abilities required of a position, approved by the appointing authority.

“Position management” means the function of assigning and reassigning duties and responsibilities in creating and re-designing positions or organization of work.

“Reallocation” means the change in placement of an existing position from one class to another based on significant changes in the work assigned.

“Series of classes” means classes similar as to subject matter of work, but differing in level of difficulty, responsibility, and qualification required.

IV. SCOPE

This policy applies to all positions in the civil service classification system in the executive branch.

V. RESPONSIBILITIES

It shall be the responsibility of department heads or their designees to:

- A. Initiate the establishment and abolishment of positions;
- B. Assign and reassign duties and responsibilities of positions;

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- C. Prepare and update, as needed, position descriptions for every authorized position;
- D. Effectuate changes in the duties and responsibilities of positions as required; and
- E. Develop internal guidelines and procedures on position classification which are consistent with applicable statutes, rules and other controlling authority.

VI. PROCEDURE

A. POSITION DESCRIPTIONS

1. Preparation of Position Descriptions

- a. The department head or designee shall determine, based upon the circumstances, who is best able to prepare a position description. This may include the employee, the supervisor, a personnel specialist, or a combination thereof. The assignment and reassignment of duties and responsibilities shall remain with management.
- b. Position descriptions shall be submitted to the Department of Human Resources Development (HRD) on HRD Form 1, *Position Action Form*.

2. Position Duties and Assignments

- a. Duties and assignments of a position shall be definitively established, clearly delineated, thoroughly understood by the employee and supervisor, and consistent with the duties and responsibilities of other positions and organizational relationships relevant to the subject position.
- b. Descriptions shall include the:
 - i. Major duties and responsibilities of the position, including the approximate percentage of time spent on each major duty;
 - ii. Nature and extent of responsibilities and delegated authorities;

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- iii. Organizational relationships of the position, including supervision received and supervision exercised; and
 - iv. Statement of qualifications of training, experience, knowledge, skills, abilities, and other requirements.
 - 3. Redescription of Positions
 - a. Position descriptions shall be re-described on a timely basis when significant changes of work occur.
 - b. Re-descriptions for purposes of evading promotion, transfer, or other procedures are prohibited.
- B. STANDARDS FOR DETERMINING CLASSES AND SERIES
 - 1. Official Class and Series Titles
 - a. Official class and series titles and their authorized abbreviations shall be established by HRD for personnel, payroll, budgeting, and other general uses.
 - b. Organizational or other titles may be used alternatively for internal administration, public convenience, law enforcement, or other similar purpose.
 - 2. Grouping of Positions

The degree of refinement of groupings shall be based upon the effective, efficient, and economical achievement of personnel management and other administrative purposes, including consideration of:

 - a. Statutes, as they relate to merit system coverage and bargaining unit determination;
 - b. Administrative rules, including policies and practices governing and relating to recruitment, examination, appointment, transfers, promotions, lay offs, and re-employment;
 - c. The degree of variation in the kinds of work that are assigned to the group under consideration; and

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d. Environmental conditions that are peculiar to certain kinds of positions.

3. Class Series

A series is distinguished by the follow characteristics:

- a. It represents a single occupation; and
- b. Positions in the series require a body of basic qualifications that are common to all positions in the series and different from those required for all other series.

4. Class Specifications

Class specifications shall:

- a. Define the boundaries of the respective classes to differentiate and distinguish each class from other class in terms of character or kind of work and difficulty and responsibility of work and qualifications;
- b. Define and standardize various class titles;
- c. Serve as a guide for the allocation of individual positions to the class;
- d. Serve as a convenient and currently maintained dictionary of class titles that identifies the basic characteristics of any class for any purpose;
- e. Relate classes in convenient and logical groupings;
- f. Be interpreted in its entirety and in its proper relation to other specifications; and
- g. Not be intended to and does not create a rigid system of classes that cannot be changed.

C. POSITION CLASSIFICATION PLAN

1. Purpose

A position classification system serves to:

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- a. Establish a uniform occupational terminology;
 - b. Provide a base for reasonable internal salary range relationships that reflects the relative difficulty and responsibility of positions;
 - c. Facilitate the preparation of budgets for personal services;
 - d. Provide a foundation for recruiting, testing, and certification activities;
 - e. Clarify promotion and transfer transactions;
 - f. Aid in the development of service-rating plans and training programs;
 - g. Aid in planning, clarifying, and improving organization structures;
 - h. Facilitate the development of good employer-employee relations;
 - i. Compile meaningful personnel statistics; and
 - j. Systematize and facilitate the determination and execution of personnel policies and specific personnel or pay transactions.
2. Standards of Design
- a. Arrangement of class of positions shall be:
 - i. Governed by the ultimate objective of enhancing the entire personnel services program;
 - ii. Attuned to the positions that it encompasses; and,
 - iii. Consistent with changing needs of the service, legal requirements and other considerations such as labor market factors and occupational standards or typical characteristics.

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- b. Applicable criteria shall include, but not be limited to:
 - i. Currency;
 - ii. Unity of core knowledge, skills, and abilities;
 - iii. Consistency with the scope of work of positions and the progression within occupational specialties;
 - iv. Cohesiveness and integration of occupational relationships; and
 - v. Overall internal consistency and consistency with general personnel management goals.

c. Development and Maintenance

The development and maintenance of the position classification plan is an on-going process and involves the systematic grouping of positions into classes, classes into series, series into job families, job families into groups, and groups into broad occupational categories that are based upon similarities and differences in the:

- i. Nature and/or function of the work;
- ii. Knowledge, ability, skill, training, and experience requirements; and
- iii. Level of complexity and responsibility.

D. ALLOCATION AND REALLOCATION OF POSITIONS

1. Basis for Action

The allocation and reallocation of positions shall be based upon the duties and responsibilities assigned in current positions descriptions as certified by a competent authority. There shall be a systematic and critical examination of job-content facts and their interpretation for applicable criteria, factors or job elements, and pertinent class specifications.

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2. Effective Date of Action

The effective date of an action shall be in accordance with administrative rules, and policies and procedures. Determinations under various circumstances shall be made as provided by supplemental guidelines.

3. Delegation of Authority

The authority to allocate and reallocate positions may be delegated by HRD to operating departments to the extent such delegation is compatible with economical and efficient personnel management. The delegation of authority shall be implemented in accordance with existing and appropriate methods and procedures.

VII. BACKGROUND

This policy supersedes the *Basic Policies and Practices in Position Classification*, issued on November 5, 1973.

VIII. 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, *Definitions*

§ 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. 200.001, *Position Classification and Compensation System*

HRD Policies and Procedures, Policy No. 200.006, *Position Classification Delegation of Authority to Departments*