

***Personnel Action Request
and
Position Description***

SCOPE

This policy applies to all budgeted positions and all classes (Civil Service and non-Civil Service).

WHEN REQUIRED

Whenever an action is taken which affects classes and/or budgeted positions, a PERSONNEL ACTION REQUEST (PAR) (28-1418-5014) [AM-230-1-1] must be completed. (For detailed information concerning submission of the PAR, see the Administrative Manual Document applicable to the personnel action.)

In addition, a POSITION DESCRIPTION (28-1618-5064) [AM-230-1-2] must be completed by the requesting agency for all positions creation or reclassification actions.

CLASS ACTIONS

A class is an employment category comprised of all positions having similar duties, responsibilities, and qualifications. All positions in a class have the same title and salary grade.

A class action is an operation which affects a class in 1 of the following ways:

- Abolishment*-- Removal of a class to the computer file.
- Creation* -- Addition of a class to the computer file.
- Change* -- Changing any of the following information for an existing class in the computer file:
 - . Title.
 - . Grade.
 - . Starting level.
 - . Salary range.
 - . Salary/wage period.

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- . Union designation.
- . Class code.

*NOTE: Due to the current computer program for PAR'S, a change to a class number can not be entered on a PAR as a "change", but must instead be handled as an "ABOLISH/CREATE" action. The old class number, plus all other class number must then be created, and the other previously abolished class information must be recreated.

Only the Civil Service Commission and the Bureau of the Budget and Management Research are authorized are authorized to initiate class actions.

POSITION ACTIONS

A budgeted position is a group of duties and responsibilities requiring the employment of 1 person. A position is commonly referred to as a "job", and is assigned a "job number" (AM-230-2).

A position action is an operation which affects a budgeted position in 1 of the following ways:

- Abolishment* - - Removal of a position from a budget program.
- Creation* - - Addition of a position to a budget program.
- Change* - - Changing any of the following information for an existing position in a budget program:
 - Fund.
 - Activity.
 - Agency.
 - Class number.

*NOTE: Due to the current computer program for PAR'S, s a change to a job number can not be entered on a

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PAR as a "CHANGE", but must instead be handled as an "ABOLISH/CREATE" action. The old job number, plus all other position information, must be abolished. A new job number must then be created, and the other previously abolished position information must be recreated