


DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 209	PAGE NUMBER: 1 of 3
		SUBJECT: Position Management	Adopted: 12-82 Reformatted: 02-2001

01.00.00. POLICY OF THE DEPARTMENT

Division administrators are responsible for position management within their organization and for controlling positions and their funding. Division administrators shall coordinate their personnel planning activities with the Human Resource Services (HRS) office in order to ensure timely and effective personnel transactions. The HRS Administrator is responsible for providing advice, guidance and consultation upon request, reviewing classification changes for appropriateness and representing same before the Idaho Personnel Commission and for maintaining department-wide surveillance and evaluation of positions.

01.01.00. Establishing/Reclassifying Positions

All position establishments must have the prior approval of the Director of Correction before any work will be done to begin the process necessary to establish a position. Except for grant positions, no division administrator can authorize the establishment of a position without a valid FTE approved by the legislature. If the position is to be a limited term, eight (8) months or less, a temporary (exempt) position will be established. If the position is funded with grant monies and the duration of the grant is to be three (3) years or less, a limited service position will be established. If the position is to be permanent or if it is a grant position lasting more than three (3) years, a permanent, classified position will be established.

No position will be established without adequate funding.

02.00.00. TABLE OF CONTENTS

01.00.00.	POLICY OF THE DEPARTMENT
01.01.00.	Establishing/Reclassifying Positions
02.00.00.	TABLE OF CONTENTS
03.00.00.	REFERENCES
04.00.00.	DEFINITIONS
05.00.00.	PROCEDURE
05.01.00.	Introduction

POLICY NUMBER: 209	SUBJECT: Position Management	PAGE NUMBER: 2 of 3
---------------------------	--	-------------------------------

05.02.00. Writing/Rewriting Class Specifications, Establishing, or Reclassifying Positions.

05.03.00 Reclassifications

03.00.00. REFERENCES

04.00.00. DEFINITIONS

05.00.00. PROCEDURE

05.01.00. Introduction

Position management in this department involves the identification of needed tasks that are required and projected to be performed; the logical assignment of duties and responsibilities to positions; the development of new or the modification of existing class specifications as appropriate; the determination that a position can be assigned an appropriate control number; the allocation of a position to an appropriate classification and the periodic review of duty assignments as related to the classification through the maintenance of a current performance plan. The goal is to establish and retain a structure of needed positions within an approved budget which achieves an efficient and effective organization of required work. Further, positions are to be established and maintained giving full consideration to labor costs, economy, utilization of available skills, equal employment opportunities for growth and advancement and job satisfaction and challenge.

05.02.00. Writing/Rewriting Class Specifications, Establishing, or Reclassifying Positions.

Program supervisors and managers must first receive approval from their division administrator before contacting the HRS office to begin work on writing/rewriting class specifications, establishing, or reclassifying positions. In order to establish a limited service or permanent position, the division administrator, after approval by the Director will furnish the HRS office with a position description questionnaire (PDQ) and current organizational chart. The HRS Administrator will analyze the PDQ for (1) organizational fit, (2) department-wide and state-wide consistency, (3) appropriate level of responsibility/duties, and (4) appropriateness of classification for recruitment. The HRS Administrator will notify the division administrator of what action must take place in order to establish the position including:

If the position can be classified to an existing class in the state classification schedule, the establishment normally can be made official within two weeks of receipt of the request.

POLICY NUMBER: 209	SUBJECT: Position Management	PAGE NUMBER: 3 of 3
---------------------------	--	-------------------------------

If the position cannot be assigned to an existing class, a minimum of sixty (60) days normally is required to process the request through the following steps:

HRS office: Develops and coordinates new class specification fifteen (15) to thirty (30) days.

Commission: Scheduling for point factoring seventeen (17) days.

Commission staff: Preparation for commission meeting and adoption effective the following month fifteen (15) days in advance of the meeting.

Division of Financial Management: Review and approval fifteen (15) days.

05.03.00 Reclassifications

The same procedures for establishing positions will be used in reclassifying existing positions including the following:

How is the reclassification going to impact other divisions and their goals and objectives?

Is there sufficient justification for a reassignment of duties and reclassification?

How will the reclassification impact employees' classification within other divisions?

What is the fiscal impact of the reclassification upon the program, division and department including number of employees involved?

What is the department's EEO and equal pay liability if the position is or is not reclassified?

If the request is disapproved by the Director, the division administrator will relay that information to the appropriate program manager.

If the request is approved by the Director, the HRS Administrator will proceed with the necessary steps to reclassify the position.

Director, Department of Correction

Date