## [Employer Name]

## Classification Policy

## Effective Date:

## PURPOSE

The purpose of this policy is to ensure proper and accurate job analysis is conducted for all classified positions within the [EMPLOYER]. The need for accurate position descriptions (PDs) is critical for the overall effectiveness of the Classification Plan and the utilization of that plan within the [EMPLOYER].

This policy provides management and staff with:

* A reference to Chapter 357-13 WAC that establishes the classification provisions related to the Classification Plan adopted by the State Human Resources (HR) Director.
* A summary of the [EMPLOYER] expectations of managers in performing job analysis used in developing or revising the PD.

**SCOPE**:

This policy applies to all classified positions within the [EMPLOYER].

**POLICY:**

1. The [EMPLOYER] will comply with the rules in Chapter 357-13 WAC (governing the administration of the classification plan) and applicable collective bargaining agreements.
2. Each manager and supervisor is responsible to ensure an accurate PD is established and maintained for each position under their supervision.
3. Managers and supervisors (with the assistance of the HR Office) are expected to perform appropriate position analysis for each position under their supervision.
4. The HR Office will provide tools and training to managers and supervisors to ensure the position analysis is consistent and accurate across sections and divisions within the [EMPLOYER].
5. The HR Office is responsible for housing, reviewing, and monitoring the job analysis and PD content for all positions.
6. The HR Office is responsible for allocating or reallocating each classified position to an established class in the state classification plan based upon a review and analysis of the duties and responsibilities of the position.
7. The HR Office will develop and maintain internal procedures for reviewing and monitoring positions including reallocation based upon substantive and permanent changes in job duties and scope of responsibility. The internal procedure will include but is not limited to:
   1. A process for employees to request a position review by the HR Office;
   2. A notification process to inform incumbent(s) when their position is reallocated;
   3. A process for employees to request a position review from the State HR Director; and
   4. A description of how the effective date of reallocation is determined.