18 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

389 BUREAU OF HUMAN RESOURCES

Chapter 4 CLASSIFICATION PLAN

SUMMARY: This chapter explains the classification plan and mechanism for its maintenance. It defines allocation and re-allocation of positions, and related actions. It identifies the purpose and use of class specifications and class titles and states the mechanism for appeals of classification.

1. AUTHORITY

The Director of Human Resources shall provide for the preparation, maintenance, and revision of a classification plan for all positions in the classified and unclassified service on the basis of similarity of duties performed and responsibilities assumed. Application of this plan shall result in a classification schedule and the Director shall follow this schedule to allocate or reallocate the position of each covered employee to the appropriate class.

2. MAINTENANCE AND ADMINISTRATION

A. Director of Human Resources - The Director shall be responsible for establishing such necessary rules and/or procedures as may be necessary to maintain one classification plan having consistent interpretation and application statewide, and shall, on his/her own initiative and/or on justifiable request by department head or employee, conduct such surveys and take such action as deemed proper and essential to maintain this plan.

B. Department Heads - Responsibility for adherence to and maintenance of the classification plan shall extend to each user agency, and each user agency shall ensure that all personnel actions, plans and decisions which may alter position assignments and/or effect major or minor organizational change are accomplished in accordance with the intent and purpose of this plan. It shall also be the responsibility of the user agencies to inform the Director of Human Resources of significant personnel actions, whether actual or anticipated, in order that these actions be completed cooperatively and expeditiously.

C. Employees - It shall be the responsibility of individual employees to gain understanding of the classification plan so that they may make accurate and justifiable report to management and/or the Director of Human Resources concerning changes of assignment (other than incidental or temporary ones) experienced in their own positions and/or observed in positions occupied by others which, on the basis of this plan, require corrective action.

3. REVISIONS

A. Reallocations -

1. The classification plan shall be dynamic in the sense that allocations previously made will be re-examined should organizational needs of user agencies justifiably require and/or result in:

a. gradual upward or downward growth of positions by addition or change of duties,

b. addition, deletion or split of agency functions, or

c. new mechanization processes.

2. These changes and subsequent review are subject to the provision that the duties and responsibilities of affected positions have changed to the extent that these positions are no longer similar to other positions assigned to the same class. A review may be conducted whether or not such positions are vacant or occupied.

3. User agencies shall report these changes according to rules and procedures in effect for such purpose. The Director of Human Resources shall investigate and evaluate each such request against standards of the classification plan and shall authorize such reallocations and/or make such other recommendation as deemed essential to update this plan.

4. Unoccupied positions which are reallocated shall be considered vacant positions and shall be subject to applicable recruitment and examination standards.

B. Amendments - Should original allocation or reallocation evaluations result in combinations of position functions not characteristic of any class comprising the then existing classification schedule, and provided alternate position management considerations are not applicable, the Director of Human Resources shall authorize amendment of the classification schedule by addition of another class.

C. Deletions - The Director of Human Resources shall remove from the classification schedule those classes which serve no useful purpose.

D. Approval - No allocation or reallocation shall become effective until funding basis is verified and the Director of Human Resources makes final approval known to the appointing authority and employee(s).

4. CLASS SPECIFICATIONS AND SUPPORTING DOCUMENTATION

A. Class Specifications - The Director of Human Resources shall provide and maintain written specifications for each member class of the classification schedule. Each specification shall be the summary document of all positions comprising the class and have the following characteristics:

1. The class specification shall include class title, brief description of type/level of work performed, examples of entrance and full performance knowledges, skills and abilities, minimum entrance qualifications and other information special to the class.

2. Information provided by the class specification is intended to be representative of several positions and use of particular examples of duties performed or responsibilities held shall not exclude others of similar kind and difficulty not mentioned.

3. The class title assigned to a class specification shall be the official title of each position it represents and this name, or abbreviation approved by the Director of Human Resources, shall be used by the appointing authority on all official records/reports relating to each such position.

B. Job Evaluation Reports/Forms -- The Director of Human Resources shall gather and maintain documentation which describes individual positions and/or establishes their relation to the organization of which they are a part. Such information may include position description forms, position analysis and/or evaluation forms, organizational charts and general research data.

C. Basis for Allocation and Reallocation - The class specification when considered together with the foregoing supportive data shall provide basis for allocation and reallocation actions.

5. NOTIFICATION

Upon completion of each job evaluation process for allocation of new positions or reallocation of existing positions, the Director of Human Resources shall make written notice to the appointing authority and/or employee to report actions taken and decisions reached.

6. APPEALS PROCESS

Any appointing authority or employee, classified or unclassified, who is aggrieved by an allocation or reallocation decision offered by the Director of Human Resources shall have right to appeal the decision before the Civil Service Appeal Board. All appeals of this kind must be filed with the Board within thirty (30) days following notification of the Director’s action.

In the event any request for allocation or reallocation is not processed by the Director within the statutory time limit of forty-five (45) days from date of filing, the requesting party shall have right to appeal to the Civil Service Appeal Board on basis of inaction. All appeals of this kind must be filed with the Board within ten (10) days of the 45 day period allowed by law.

NOTE: Requests for allocation/reallocation shall not be considered properly filed until all job analysis forms and other related information (see Section 4B) required of the Director to analyze the request and make a ruling have been provided.

7. EMPLOYEE RIGHTS

A. An employee who occupies a position which is to be reallocated to a higher level class in the same or similar job family shall be subject to non-competitive examination. This examination shall be promotional in nature and require that:

1. Minimum entrance requirements established for the class to which reallocation is made be met by the employee.

2. Current application be completed by the employee and forwarded to the Bureau of Human Resources.

3. Current service rating be completed by the appointing authority and forwarded to the Bureau of Human Resources.

B. An employee who occupies a position to be reallocated to a lower level class in the same or similar job family shall be considered fully examined and qualified for such position on the basis of work experience at the higher level.

C. An employee who occupies a position to be reallocated to a higher or lower level position in a different job family shall be subject to examination standards in effect for the class, such examination to be conducted on a non-competitive basis.

D. Any employee who occupies a position to be reallocated shall continue status in his/her present class until the reallocation process is completed and an effective date established.

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