

Your Classification Questionnaire

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The new State Civil Service Act provides for the establishment of a classification plan for all positions covered by the Act. Such a position classification plan is essential for the orderly installation and operation of a merit system of personal administration. The Civil Service Commission has engaged the Public Administration Service to provide technical assistance in the formulation of the position classification plan. This is a non-profit organization which renders technical assistance only to governmental agencies. By using an agency thoroughly experienced in this kind of work, an impartial judgment on classification problems, as well as a wide knowledge of public service activities will be utilized.

In brief, the classification of positions means grouping together jobs which have similar duties and responsibilities and designating each such group of similar jobs by the same title. Position classification can be compared with the arrangement of supplies in a well organized storeroom. In setting up a storeroom, a storekeeper must determine those supplies which must be catalogued and arranged. If he finds that he has pipe fittings of various sizes he places those of one size in one bin and those of another size in another bin. He must do the same with all other supplies if he wishes to operate the storeroom properly.

The same process is followed in classifying positions. First, it is necessary to determine what positions there are. Each position must be inventoried, studied and classified. In doing this the classification staff is not interested in personal qualifications and abilities of the individuals holding positions, nor in how well they perform their

work. Only the job duties performed in the position are considered.

In order to analyze the duties of jobs, the classification staff will follow certain procedures. Every attempt will be made to conduct the study on a practical basis, and provisions will be made for employee review and appeals at various steps in the process.

As the first step the classification questionnaire and instruction sheet will be distributed to each employee. The questionnaire is intended to give each employee opportunity to describe his job in his own words. Upon completion of the questionnaire by the employee it will be routed to his immediate supervisor for additional comments. If the supervisor should disagree with any statements made by the employee or should wish to augment those statements, he will indicate his comments in the space provided. The employee's original statements concerning his work will not be changed, however. Finally the department head (or his authorized representative) will review and sign the questionnaires, noting any further comments. There may be questions as to the interpretation of certain items. In such cases, reference should be made to the instruction sheet which will usually provide the answers.

After review by the department head, questionnaires will be returned to the Civil Service Commission. Then they will be carefully analyzed by the classification staff and tentative class groupings will be made. In many instances additional information about certain positions will be needed before accurate determinations on classification can be made.

In these individual cases members of the classification staff will discuss the

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