

## Position Classification

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The position classification study which the Civil Service Commission has had made is now nearing completion. Tentative classes of work have been established and general specifications of work for each have been prepared. Employees will soon be receiving notification of the allocation of their positions to one of these classes of work. This will be a final allocation unless an employee requests a change where he believes that the classification is inaccurate. Such requests will be studied by the classification survey staff. If the change is not agreed upon employees may request further review by the Civil Service Commission. The class specifications will be available for employees to review if they so desire. Employees may also request changes in these descriptions where they believe statements should be changed.

The classification plan will cover approximately 7000 positions in the state service. It must recognize the needs and interests of both administrators and employees and must provide the basis for efficient and workable Civil Service and budgetary procedures. To be workable, the plan must necessarily standardize positions into as few a number of classes as possible. This must be done without sacrificing proper groupings of positions on the basis of similar duties and responsibilities. There will, however, be adjustments in some of the present titles for classification plan purposes. In some cases employees may well have departmental working titles which seem to them or their department head more appropriate than the classification title. The new classification title will relate to official personnel and budgetary matters and is not intended to prevent employees or department heads from using more

specific individual position titles for other uses.

The concept of any class of work will be found in the contents of class specifications rather than in the title alone. If employees wish to study the accuracy of their proposed classifications, they should refer to the specifications for the class. Since classification deals with people and work which people do, specifications necessarily will not be as specific as engineering or purchase specifications where known material properties are involved. Although they will be somewhat more general in description, they will nevertheless provide the basis for differentiating between the different types of work and responsibilities which are found in the state service. To the end that the content of the specifications will best meet the uses to which they will be put, the Commission will welcome any suggestions now or in the future by administrators or employees to improve these descriptive contents.

Specifications will be used in several ways. The Civil Service Commission will use them as one of the guides in setting up future tests and informing applicants and the public generally as to the requirements and kinds of positions which exist in the state service. The specifications will be used by the Commission as a guide for allocating new positions or determining whether existing allocations are appropriate. The specifications will be used also as a guide in setting up training programs, merit rating programs and in facilitating promotions and transfers of employees in the state service.

The Civil Service Commission is not the only agency which will make use of the specifications. They may be used directly by budgetary officials in mak-

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