Classification activities are accomplished through the position description form (SF-3) or Classified WAE Position Description for temporary positions. The SF-3 serves as the official record for a position's assigned duties and must be updated regularly. The Classified WAE Position Description is the official record for a temporary position's assigned duties are generally associated with a specific assignment or period of appointment. General Circular #1684 provides additional information on current requirements for updating SF-3s.

Review of Classifications

State Civil Service Rule 5.2 authorizes the Director, after consultation with the appointing authorities concerned, to "cause each position to be allocated into its appropriate job." Positions may be allocated by the staff of the Compensation Division or by agency human resource personnel with written authorization from the Director of State Civil Service. Such authorization originates from the Classification Delegation Program. Agencies participating in this program are referred to as Delegated Agencies.

Rule 5.3(a) charges the State Civil Service Director with providing a systematic review of the classification of each position in the classified service. This is accomplished through the requirements of General Circular 1668. Additionally, all allocation decisions made under an agency's delegated authority are subject to review by State Civil Service consultants. The Compensation Division adopts as liberal a view as possible; however, SCS will direct changes to allocations when necessary to maintain the integrity of the classification plan and the classification delegation program. If such a change is mandated, a specific procedure will be followed to ensure that affected employees are given due process. Rule 5.3 also covers an employee's right to have an allocation decision reviewed by the State Civil Service Director or by a representative whom he or she designates. This is accomplished through Rule 5.3(b).

Temporary Position Classifications

Agencies, by their delegated authority, may allocate temporary positions and are required to submit the Classified WAE Position Description to SCS within 30 days of the allocation for proper review. Agencies who do not have delegated authority must submit the Classified WAE Position Description to SCS for allocation. While temporary positions are generally established for a specific assignment or term, regular, permanent positions may also be used to fill with temporary appointment types. In that instance, the existing job duties of that regular, permanent position must be conducted. If not, agencies are encouraged to establish a new temporary position reflecting the appropriate job duties for the temporary assignment. When agencies are not sure whether the temporary duties are applicable to the classified or unclassified service, the Classified WAE Position description must be submitted to SCS for review and/or allocation. Further instructions can be found in Procedures: Allocation Guidelines – Agencies W/Delegated Authority or Procedures: Allocation Guidelines – Agencies W/O Delegated Authority.