

## **ARTICLE 25 POSITION CLASSIFICATION**

**Section 25.01 - General.** The rights and obligations of the employees, Union and Department are contained in 5 CFR Part 511 and Public Law 95-454, Title 8, Subchapter 6. Position descriptions will be classified based on OPM's classification standards.

**Section 25.02 - Position Descriptions.** All employees are entitled to a complete and accurate position description, which clearly and concisely states the major and grade-controlling duties, responsibilities, and supervisory relationships to the position. This will be provided to the employee at the time of assignment and upon request.

The phrase "other duties as assigned" and other phrases having similar meaning, as used in position descriptions, means duties related to the duties of the position. "Other duties as assigned" are not intended to become grade controlling.

Upon request, the Union will be provided the opportunity to review, make recommendations and present evidence concerning a change in a position description.

When the accuracy of the official position description is questioned by the employee, the employee and/or their representative is encouraged to discuss the issue with the supervisor or other Departmental officials. The supervisor may decide to have the position reviewed and reevaluated if it is determined that the position description is inaccurate. If the matter cannot be resolved and the employee wishes to pursue the matter further, the employee or their representative may file a grievance as provided for in this Article.

**Section 25.03 - First Level Appeals/Desk Audits.** A desk audit is a review of a position description by a Human Resources Specialist (within the Department or OPM) to ensure the position's title, series and grade is properly classified in accordance with the appropriate classification standards. Desk audits do not address the accuracy of a position description. Desk audits may be requested by the employee in the position, or the supervisor. An employee may request a desk audit by notifying the immediate supervisor, the appropriate Human Resource Specialist or their Administrative Officer. The request must be in writing and include:

- Your name, mailing address, and commercial office telephone number;
- The present classification of your position and the requested classification;
- The name of the department and the office in which you work;
- The city where you are employed and the installation's mailing address;
- A copy of your official position description and either a statement affirming that it is accurate or a detailed explanation of the inaccuracies and an explanation of the efforts made to correct the position description;
- Any additional information about the position that will aid in understanding it; and
- Arguments supporting the requested classification by referencing the appropriate classification standards.

The official should submit the employee's request to the Office of Human Capital Services (HCS) within 3 business days. Upon receipt of notification, HCS will acknowledge receipt of the request to the employee, or the employees designated Union representative, within 5 business days. The audit shall be performed within 60 days of the request. The employee is entitled to Union Representation. HCS will complete the analysis and render a decision within 45 days to the employee or the employees designated Union representative. This timeframe may be extended by mutual consent. The Union shall receive a copy of all final decisions with personal information redacted. Whenever a desk audit is to be conducted, the employee or the employee's designated Union representative will receive a minimum of 7 business days notice. Desk audits will be performed on site or may be performed by telephone.

When a classification audit is in process, the Department will not reassign duties if the purpose of the reassignment is to avoid reclassification of the position.

#### **Section 25.04 - Departmental Classification and Position Management Reviews.**

1. Management shall advise the Union of the Department's position classification and position management reviews, activities and objectives. Additionally, The Department will within 10 days notify the Union in writing of any changes to be made in the duties and responsibilities of positions held by bargaining unit employees due to reorganization, or
2. When changes in position classification standards result in classification changes.
3. If the Department initiates a desk audit, the Department will provide at least a 30 day notice of the desk audit to the Union and the employee prior to commencing such action. The notices will identify the position, the reason the audit is being conducted, and a proposed time for the audit.

**Section 25.05 - Second level Classification Appeal.** Upon receiving the classification decision of a desk audit, an employee, or the employee's designated representative, may appeal the classification decision to the Department or they may appeal directly to the Office of Personnel Management (OPM). This request must also be in writing within 45 days of the initial decision and must contain the same information required above. However, if the appeal is made to OPM, the employee may not appeal to the Department and OPM's findings are final. Upon receiving a written request for a formal classification appeal from the employee, the Department will give the employee a minimum of 7 days notice prior to the review. The employee has a right to Union representation and may notify the union representative in order to assist in the preparation and presentation of the audit.

The employee or the employee's designated Union representative will receive a written decision of the findings, including an analysis of their position within 45 days from the completion of the audit.

The Department will not reduce pay or grade while an appeal is pending.

**Section 25.06 - Classification Changes:** Classification changes that result in any changes in grade or pay shall be in accordance with 5 CFR 511.703. A promotion resulting from a

desk audit/appeal should be effected no later than the beginning of the second pay period following a management decision to promote the employee(s).

**Section 25.07 - Preparation Time:** Employees preparing for a desk audit will be granted a reasonable amount of preparation time, not to exceed eight (8) hours.