


## DELAWARE CHILDREN'S DEPARTMENT POLICY

<b>POLICY #315</b>	<b>SUBJECT: Reclassification Review Policy</b>
<b>EFFECTIVE DATE: July 29, 2014</b>	<b>PAGE 1 of 2</b>
<b>AUTHORIZED SIGNATURE:</b> 	

### PRELIMINARY RECLASSIFICATION REVIEW POLICY

#### I. PURPOSE

The purpose of this policy is to establish a process for preliminary in-house assessment of the critical reclassification requests submitted by the Divisions. All reclassification requests will require this review prior to Human Resources proceeding with the formal Critical Reclassification Request. This policy applies to positions that are filled as well as those that are vacant at the time of reclassification request.

Critical reclassification requests must have resulted from one or more of the following: (1) significant and unforeseen program change due to federal or state legislation, an executive order or some other unusual circumstance which brings about a necessary reassignment or new duties/responsibilities, (2) significant and unforeseen program change due to a change in organizational structure/functions, which could not have been anticipated during the regular budgetary cycle and which, if approved, will result in measurable increases in productivity, significantly improved services and/or substantial cost saving. Specific documentation of such expected results must be provided at the time of the request in order for it to be considered, and (3) a vacancy which, if filled in its current classification, will not allow the agency to carry out its objectives in an efficient and effective manner.

#### II. PROCEDURES

- A. Divisions will electronically submit the following to their respective Human Resources Specialist:
  - a. Completed and signed Reclassification Review Form (Appendix A) with required approvals.
  - b. Cover memorandum that identifies specific reasons why the requested title and/or salary grade is more appropriate. Describe how the position has changed etc.
  - c. Detailed listing of the principal accountabilities of the position.
  - d. A current and a proposed departmental Organizational Chart must be submitted in electronic format, MS Word, PowerPoint or Visio via email to your Human Resource Representative.
- B. If the request is to reclassify more than one position to the same classification and all the incumbents perform substantially the same duties, only one form is needed.

- C. Human Resources review of the request for reclassification forms will be on a continual basis and is not tied to OMB's schedule of filled reclassification effective dates. Upon receipt of a completed reclassification request, HR will complete the in-house review and provide feedback to the sending Division within ten business days.
- D. After review of the reclassification request submission, Human Resources may require additional information as deemed appropriate. If Human Resources make a determination that the critical reclassification can be supported, it will proceed with a formal reclassification review. This review will include requesting other supporting documentation, the gathering of comparative data outside of the division or the involvement of subject matter experts. When the reclassification is finalized, it will be forwarded to the Cabinet Secretary for approval. If the request is approved by the Cabinet Secretary, Human Resources will forward all documentation to OMB/HRM for consideration. For OMB/HRM approval of reclassification of vacant positions, the effective reclassification date will be the date of OMB/HRM approval. For OMB/HRM approval of reclassification of currently filled positions, the effective reclassification date will be July 1<sup>st</sup> or January 1<sup>st</sup> based on date of submission. As always, funding is considered as part of the final decision on the reclassification request.