



Personnel Classification Services Guidance

August 1, 2016

Updating a Position Description (PD) Prior to Recruitment

This procedure applies to all positions in the classified and partially exempt service and Local 71 Labor, Trades & Crafts (LTC) positions.

You will need to update a PD when:

- 1) One or more of the following has occurred:
 - The supervisory authority assigned to the position is changed or modified (e.g., direct report positions added, changed, deleted, etc.)
 - Assignment of a new primary duty (the main duty for which the position exists to perform)
 - A shift in the position's focus (e.g., responsibility shifts from reviewing a form for completeness to approving the action requested on the form, OR the position supports Program B while it's PD indicates it supports Program A)
 - The mission, goals, or objectives of the position or the program the position supports changes (e.g., new statutory mandates alter the program function, department executive team establishes new goals or mission that impacts the work performed by the position in question)
 - Essential duties have been added, deleted, or modified
 - The physical requirement and/or potential hazards section has been modified. This information is necessary to ensure compliance with the Americans with Disabilities Act (ADA) and OSHA bloodborne pathogens standards.
 - This list is not exhaustive, if you feel that there are other areas of the PD that have substantially changed then you would need to update the PD prior to the recruitment process. If you are unsure if the changes to a PD are substantial, please contact your Classification lead for clarification. OR
- 2) The position description (PD) is at system start up. (Paper copy which is over 10 years old created on old PD form) OR
- 3) The position is an Accounting Technician/Accountant PDs last reviewed before 8/1/2009. In the Accounting Study we tested a "prospective" study method with the goal of minimizing the negative impact on employees and organizational disruption. Rather than require PDs be updated at the start and allocated at implementation, we used Subject Matter Experts and targeted interviews to create the classes. The plan was to have PDs updated and allocated in the new classes within a year after study completion. That timeline was extended a couple of times. As it stands now, we require an updated PD to ensure the position is in the correct job class prior to recruiting to fill a vacancy.

If you have any questions, please contact DOP Classification Services.

This Guidance supersedes all prior guidance on the same subject