

Current Organizational Structure & Outline of Duties

CLASSIFICATION

Classification and Recruitment Manager		
Lead Team		
STUDIES	IA	OPS [*much of the current workload will be automated by the replacement system for the OPD System]
Plan, manage, and conduct classification studies for job classes in the Classified and PX services Update minimum qualifications Align job classes based on classification plan and assign them to pay grades Review competitiveness of pay with appropriate labor markets	Conduct professional level position reviews for collective bargaining agreements: Articles 12, 13, 17, and 19	OPD & IRIS-HRM: enter and correct data OPD Support: troubleshoot, initiate & track work orders, in-activate PCNs, other support tasks PCN Management: track all Executive Branch PCNs Exempt positions: assign SOC, EEO, & State/Local codes
Professional level review and allocation of positions in the Classified and PX services Conduct position desk audits Personnel Board recommendation and coordination Consult with Agency on Restructures		Establish and extend non-permanent positions: this includes training, oversight, and auditing those that are delegated to the agencies to perform Intake and closeout Position Descriptions and class studies Track bargaining unit letters and coordinate with ALRA to ensure no petition is filed Check PCN job class against the layoff list Check and process Classification email Allocate Supervisory Only (Priority 6) Position Descriptions

Functional Area Workflows Identified in Phase I

Workflow Name

Change Recommendation

Needs Assessment

PD processing

Update PD Form

(Update) PD form easier to complete/less information/more drop-down options

(Update) PD writing guide available online as completing PD

Classification Work Performed by Others or Should Be

- Non perms
- Position Control Changes for flexing, location changes, supervisor changes, etc.
- PD Updates - Any standard update of a PD, which is not a result of a substantial change in responsibilities, really is technical work and can be handled by Admin Assistants, HR Techs, and the like.
- Flexible Staffing Processes
- Check PCN job class against the layoff list

Classification Work We Should Stop Performing

- [Parallel Job Classes - AAM 130.260](#)
- [Closely Related Job Classes - AAM 130.260](#)
- [Reallocation Action of a Filled Position - AAM 130.300](#)
- Check PCN job class against the layoff list

Future State HR Organizational Model

CLASSIFICATION & COMPENSATION SERVICES

Deputy Director	
Classification & Recruitment Services Manager	
Oversee and facilitate projects and work with DOA and other Department leadership, as well as HRBPs in the departments on a broad scale	
Lead Team	
Professional Services	Technical Services
<p>The Professional Services Unit is comprised of HRC professionals performing project-based work in the review of all positions and job classes in the Exempt, Partially Exempt, and Classified services.</p> <p><u>The core areas include:</u></p> <p>Classification Plan maintenance</p> <ul style="list-style-type: none"> • Create, modify, abolish job classes/series • Assign positions to a job class • Assign bargaining unit, overtime eligibility, strike class <p>Pay Plan maintenance</p> <ul style="list-style-type: none"> • Align job classes based on classification plan and assign them to pay grades • Review competitiveness of pay with appropriate labor markets 	<p>The Technical Services Support Unit is comprised of HRT positions that provide technical support to the professional services unit and State management and staff.</p> <p>With an automated replacement system for the OPD System, the technical positions might be redesigned/ refocused in new role that serves as the “Classification Hotline” desk to answer questions, provide system support and information, and provide support to the professional services unit, similar to Recruitment Services or the Employee, Planning, & Information Center.</p>

<p>Position/Unit design</p> <ul style="list-style-type: none"> • Provide expert consultation on designing positions and balancing the conflicting interests of good design • Provide expert consultation on workflow and unit design and effective staffing levels 	
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ADDED FUTURE STATE HR FUNCTIONAL AREAS

- Talent Architecture – develop talent structure and processes that defines the skills and capabilities needed to deliver business strategies
- Workforce Optimization – working in coordination with the HRBPs to assist in strategic workforce planning
- Total Rewards – design and manage compensation, benefits, and pension programs to positively influence attraction, retention, and performance
- Organization Architecture – design the organization structure, workplace environment and governance body needed to best deliver business strategies

CLASSIFICATION LIAISON

These are the HRBPs. They will facilitate some studies conversations and information gathering. Explain to leadership what the impacts and implications of a study may include. Consult with divisions on this process. HRBPs should be involved and represent the department in that liaison role and consult and work in tandem with Classification & Compensation staff and management.

OPD REPLACEMENT SYSTEM & DATABASE REQUIREMENTS

- Capability to identify and distinguish submitted PDs that match the PDs in the Library within +/- 10%
- Automate current manual processes
- Separate position duties from position control information
- Archival function to maintain a database of current class specifications
- PD Library

Sustained Benefits of the Proposal

- Career Ladder for those looking to promote within the HR family
- Reduced employee burnout
- Increased cross training
- Consistent work products and uniformity
- Increased customer service and satisfaction