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AM-230-4-2

*m Requesting Reclassification of Civil Service
Positions via Direct Request to Board of Estimates*

RESPONSIBILITY	ACTION
Agency	1. Complete and forward a POSITION DESCRIPTION (28-1618-5064) [AM-230-1-2] to the Civil Service Commission.
Civil Service Commission	2. Review agency request: a.) <u>If requested action is not a result of an organizational change</u> , proceed to step 4. b.) <u>If requested action is a result of an organizational change</u> , forward POSITION DESCRIPTIONN to agency's assigned analyst in the Bureau of the Budget and Management Research (BBMR). Proceed to step 3.
Bureau of the Budget and Management Research (BBMR)	3. Approve or disapprove request based on <u>need for the reclassification</u> . a.) If disapproved, complete "BBMR" section of form. Forward photocopy of form (front page only) to agency. Return form to Civil Service Commission for files. Procedure ends here. b.) If approved, complete "BBMR" section of form and return to Civil Service Commission.
Civil Service Commission	4. Perform job analysis and determine proper job class. a.) <u>If reclassification of the position not required</u> , take the following action: <ul style="list-style-type: none">• Complete "CIVIL SERVICE" Section of POSITION DESCRIPTION and retain for files.

RESPONSIBILITY

ACTION

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- Prepare a MEMO (28-1418-5007) denying the request, and forward MEMO to requesting agency.
- Notify BBMR of action by phone.

Procedure ends here.

b.) If reclassification of the position is required, take the following action:

- Complete “CIVIL SERVICE” section of POSITION DESCRIPTION and retain for files. (If creation of new class is necessary, establish job specifications and recommended salary.)
- Inform agency of class determination by MEMO (28-1418-5007). Include in the MEMO the following information:
 - Class number.
 - Class title.
 - Grade.
 - Salary range.

Agency

5. Upon receipt of MEMO from Civil Service, prepare PERSONNEL ACTION REQUEST (PAR) (28-1418-5014) [AM-230-1-1]. Complete PAR using the information furnished by Civil Service. Retain “AGENCY INITIAL COPY”. Forward remaining copies of PAR to Civil Service.

Civil Service
Commission

6. Upon receipt of PAR from agency, take the following actions:

- a.) Complete PAR and sign in the indicated block. Retain “CIVIL SERVICE INITIAL COPY”.
- b.) Prepare MEMO (original plus 7 copies), addressed to Board of Estimates, justifying the reclassification and/or the creation of a

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new class. (Cite salary for all class actions.)

Forward 1 copy to requesting agency.

Forward 1 copy to Mayor's Office.

c.) Forward the following documents to BBMR:

- PAR (all copies).
- Civil Service MEMO of justification (original plus 5 copies).

BBMR

7. Upon receipt of documents from Civil Service:

- a.) Verify that the PAR has been accurately completed and correctly reflects the intent of the requesting agency and Civil Service. Resolve any discrepancies. Sign the PAR in space provided next to "PRE-ECC" block to indicate completion of verification actions.

NOTE: Signature of the PAR does not indicate approval of the reclassification.

- b.) Complete a RECOMMENDATION TO ECC (140-019). This recommendation must include information on funding source, availability of funds, and need for reclassification.

8. Forward the following documents to the Secretary, Expenditure Control Committee (ECC):

- RECOMMENDATION TO ECC.
- PAR (all copies).
- Civil Service MEMO of justification (original plus 5 copies).

Expenditure
Control
Committee
(ECC)

9. Upon receipt of documents f BBMR, review and make recommendation. Forward recommendation, plus all documents received f BBMR, to Board of Estimates.

Board of

10. Approve or disapprove request:

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Estimates

- Indicate on the PAR the action taken by the Board of Estimates.
- Retain the following documents for files:
 - “BOARD OF ESTIMATES COPY” of PAR.
 - Original of Civil Service MEMO of justification.
- Forward remaining copies of PAR, plus 1 copy of Civil Service MEMO of justification, to PAR Control Section of BBMR.
- Forward remaining copies of Civil Service MEMO of justification to agency, Civil Service Commission, Director of Finance, and Bureau of Payroll and Disbursements.

PAR Control
Section
(BBMR)

11. a.) If PAR disapproved by Board of Estimates, annotate records accordingly. Distribute documents as follows:

- Forward to Civil Service the “CIVIL SERVICE COMMISSION COPY” of PAR.
- Forward to assigned analyst in BBMR the “MIS/BBMR COPY” of PAR and copy of Civil Service MEMO for files.
- Retain “BBMR COPY” of PAR for files.
- Forward to agency all remaining copies of PAR.

Procedure ends here.

b.) If PAR approved by Board of Estimates, process PAR (to include analyst’s final verification of PAR and signature of analyst in release block). Distribute copies of PAR as follows:

- Forward “MIS\BBMR COPY” and “MIS

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COPY” to the Bureau of Management Information Systems (MIS).

- Retain remaining copies pending receipt of “MIS/BBMR COPY” from MIS.

Bureau of
Management
Information
Systems
(MIS)

12. Process PAR. Upon completion, return “MIS/BBMR COPY” to PAR Control Section.

PAR Control
Section
(BBMR)

13. Upon receipt of “MIS/BBMR COPY” of PAR:

- Forward to assigned analyst in BBMR the “MIS/BBMR COPY” of PAR, plus copy of Civil Service MEMO, for files.
- Forward to agency the “AGENCY FINAL COPY” of PAR.
- Forward “CIVIL SERVICE COMMISSION FINAL COPY” of PAR to Civil Service.
- File “BBMR COPY” of PAR.

Agency

14. Upon receipt of approved “AGENCY FINAL COPY” of PAR, agency may initiate appropriate personnel actions. (For complete information, see applicable Administrative Manual documents.0

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