

Downgrading Procedure

RESPONSIBILITY

ACTION

Civil Service Commission (CSC)

1. Follow classification study procedures. If downgrading of a class or position is recommended and approved by the Board of Estimates, proceed to Step 2.
2. Inform agency of class determination by MEMO (28-1418-5007). Include in the MEMO the following allocation information:
 - Class Number
 - Class Title
 - Grade
 - Salary range
3. Begin “First Phase Freeze File” on downgraded positions, effective date of board of Estimates approval.
4. Establish class change eligibility list, where applicable.

Bureau of Management
Information Systems (BOMIS)

5. Run a monthly match of payroll files against the CSC “First Phase Freeze File” and print out any exceptions, such as name changes, department or location code changes and class number changes.
6. Forward printout of exceptions to CSC.

Civil Service Commission (CSC)

7. Check exceptions against “Freeze File” and contact agency for additional information as necessary.

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Payroll and Disbursements Division
Bureau of Accounting Systems

8. In cases where lateral changes have occurred, obtain position description and initiate job unit as necessary.

9. Check CHANGE TICKETS against the CSC "Second Phase—Saved Pay Freeze File". Cost of living adjustments, level movements, merit increases, and class upgrades may not be processed during the "Second Phase—Saved Pay" stage. Notify CSC of any such occurrences.

Agency

10. Notify CSC of any personnel action effecting employees involved in the downgrading process prior to the effective date of such personnel action.

11. If longevity increments become due during any phase of the downgrading process, complete a CHANGE NOTICE (28-1618-5143).