



SPS Project – #060B3490012

Future State
Process Definition and
Requirements Document (PDR)

Attachment F3
CS – Classification & Salary

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I. Document Information

A. Definitions/Abbreviations/Acronyms

<i>Abbreviation/ Acronym</i>	<i>Definition</i>
ACR	Acting Capacity Request
ASR	Annual Salary Review
CAS	Classification & Salary Division
Class Specification	The State's version of a job description used for job codes (classes) in Skilled and Professional Services.
Class Description	The State's version of a job description used for classes in the Management Service, Political Special Appointment or special appointment classes in the Skilled and Professional Services.
CPB	Central Payroll Bureau – The State's main payroll system operated by the Maryland State Comptroller's Office
DBM	Department of Budget and Management, DBM
DFA	Finance & Administration, DBM
Flat Rate	A fixed annual salary which is not part of a salary grade
OBA	Office of Budget Analysis, DBM
PPA	Pay Plan Amendment
Reclassification	The change of a Position from one classification (job code) to another classification and may be to a classification with a higher salary, a lower salary or the same salary.
Salary Grade	A range of pay with specified steps
Salary Schedule	A listing of salary grades with steps and corresponding rates of pay
Slope Scale	A continuous range of pay between minimum and maximum rates that does not contain specific steps
Step	A section within a salary grade that is assigned a specific rate of pay

II. Organizational Overview

In this section, we discuss the current business and technical environments surrounding and supporting the State's personnel and benefits systems.

A. Business Environment

DBM's Office of Personnel Services and Benefits (OPSB) along with the State agencies are responsible for personnel administration, including policy development, guidance, and interpretation. The Executive Director, OPSB, leads a support staff of approximately one hundred and seventy-five people. The OPSB operations currently include oversight of Recruitment and Examination, Classification and Salary Administration, Employee Benefits, Employee Relations, Employee Grievances, Disciplinary Actions, EAP, EEO and the Leave Bank.

DBM's current personnel and benefits systems support 700 users, who manage the personnel and benefits activities of over roughly 120,000 State employees and retirees, Satellite Agency employees and retirees, and their eligible dependents. Through the MS310/311, MS106, and Benefits Administration Systems (BAS), the State processes over 250,000 transactions annually. The Sigma Applicant Management System (AMS) which the State uses to support its recruitment and evaluation function will be replaced by JobAps with targeted implementation date of August 2012.

The Central Payroll Bureau (CPB) is responsible for statewide payroll processing and will continue to manage payroll information on a separate system while receiving inputs from the HRIS. Similarly, the Maryland State Retirement and Pension Systems (MSRPS) organization will continue to handle retirement information on a separate system.

It is expected that the new HRIS will replace many of the current Personnel/Benefits applications. However, the systems used by the Central Payroll Bureau; Maryland State Retirement and Pension Systems; and other existing HR database used by other agencies (i.e.; University Systems, MDOT and Satellite Agencies) will not be replaced by the new HRIS. These systems will require interfaces to and from the new HRIS. For brief descriptions of the current systems used to manage and maintain personnel transactions and data, please refer to appendix F.

Current State Narrative:

The State requires the ability to enter and maintain Salary Plans, Salary Schedules, Job Codes, Job Descriptions and series of Job Codes that are related. In addition to Job Codes and Job Descriptions, DBM Classification will enter and maintain the Salary Plans and Salary Schedules. The State Salary Plans/Schedule define how the employee is paid, for example, by grade & step, flat rate, hourly, daily or slope scale. The State currently has 3,000 – 4,000 Classifications, which are job codes that define the attributes of a job and the information is tracked in multiple databases.

III. Proposed Future State Process

B. Future State Process Narrative

The future state process design for Classification incorporates features that add efficiency, functionality, flexibility and data integrity. Some of the changes include:

- ❖ Utilization of system reports that provide up-to-the-minute access to employee and system data.
- ❖ System initiation of Classification requests including Reclassifications, Acting Capacity Pay and Freezing/Unfreezing Positions.
- ❖ Ability to initiate and model mass salary updates that either increase or decrease salary for a group of employees.
- ❖ Ability to initiate a mass reclassification of Job Codes and the employees currently placed in the Job Code.
- ❖ Ability to identify employees who are eligible for a recruitment or retention bonus based on the Job Code they were hired into.
- ❖ Ability to identify current employees who referred a candidate that was hired into a Job Code identified as difficult to recruit for or retain.
- ❖ Ability to place 2 employees in the same Position Number to accommodate Overlap PIN situations.
- ❖ Ability to easily identify the Positions occupied by a headcount that is larger than allocated.

C. Process Diagrams

The functional requirements definition included the preparation of Visio process flow diagrams. The diagrams are intended to identify “future state” business process and show transaction stakeholders, process initiators and approvers, integrations, automation touch-points and required system functionality.

Appendix A contains the following process flow diagrams:

Job Codes and Salary Plans

- CS0101 – Enter/Modify Salary Plans & Schedules
- CS0102 – Enter/Modify Job Code (Classification)
- CS0104 – Enter/Modify Non-Competitive or Downgrade Vacancy Series

Position Management

- CS0203 – Enter/Modify a Position
- CS0305 – Execute a Reclassification – Special Condition
- CS0306 – Request a Benchmark Study
- CS0307/CS0308 – Request a Reclassification Study
- CS0309 – Reclassification Study Different Than Requested
- CS0401 – Freeze a Position
- CS0501 – Initiate an Acting Capacity Request
- CS0502 – Acting Capacity Request – Type A, B or C w/Delegated Authority
- CS0503/CS0504 – Acting Capacity Request – Type C w/No Delegated Authority or No Minimum Qualifications
- CS0505/CS0506 – Acting Capacity Request – EPP
- CS0507 – Cancel Acting Capacity Pay

Mass Changes

- CS0601 – Mass Salary Update (Increase or Decrease)
- CS0602 – Mass Reclassification of Job Code(s)
- CS0603 – Mass Update of Job Code(s)

Annual Salary Review & Pay Plan Amendments

- CS0701 – Annual Salary Review (ASR)
- CS0801 – Pay Plan Amendment (PPA)

Employee Bonus' Related to Job Code Attributes

- CS0901 – Recruitment & Retention Bonus'
- CS0902 – Referral Bonus'

D. Process Diagram Narrative

This section will provide a narrative for each process flow diagram. The narrative will identify both business process and system functionality requirements including, required fields, field valid values, field defaults, field/page edits, calculations, and references to State documentation that identifies State specific policies the system should accommodate.

The process flow diagrams reflect required workflow with the  symbol. The text in the symbol will either indicate "Worklist" or "Notification". "Worklist" means the workflow requirement is to place an item in the associated role/users online worklist since these individuals will be frequent if not full-time system users. "Notification" means the workflow requirement is to send an email notification to the associated role/user since these individuals will be infrequent system users.

Workflow Requirements

The State does require workflow routing for transactions. The State requires the ability to define workflow:

- ❖ By transaction type
- ❖ By the source of the transaction; for example, MSS vs. Agency HR
- ❖ By Agency
- ❖ By organizational role
- ❖ By organizational role and transaction type

The core portion of this document represents the project team recommended workflow for each transaction. Some Agencies have represented a desire for workflow that is different than the project team recommended.

The Appointing Authority is a common role identified in the workflow routing. It is common to have multiple individuals at an Agency designated as an Appointing Authority for the same group of employees. In the situations where there are multiple Appointing Authorities, each Appointing Authority is assigned the responsibility for specific transaction types. For example, one Appointing Authority might be responsible for personnel transactions, another might be responsible for disciplinary transactions and another might have authority for all transaction types. The State will require the ability to designate Appointing Authorities by Agency + Effective Date + Group of Employees + Transaction Type.

Many agencies have multiple HR staff performing the same function but for a different employee population in the Agency. Each unique Agency definition could influence workflow routing in relation to Classification transactions.

Job Codes and Salary Plans/Schedules

Associated Process Flows: CS0101 - Enter/Modify Salary Plans & Schedules
CS0102 – Enter/Modify Job Code
CS0104 – Enter/Modify Non-Competitive or Downgrade Vacancy Series

The State requires the ability to enter and maintain Salary Plans, Salary Schedules, Job Codes, Job Descriptions and series of Job Codes that are related. This section will focus on the processes around entering and maintaining these values.

In addition to Job Codes and Job Descriptions, DBM Classification will enter and maintain the Salary Plans and Salary Schedules. The State Salary Plans/Schedule define how the employee is paid, for example, by grade & step, flat rate, hourly, daily or slope scale.

Enter/Modify Salary Plans & Schedules

Associated Process Flow: CS0101 - Enter/Modify Salary Plans & Schedules

Currently, the State has 4 Pay Plans: Standard, Executive, Institutional Educators and Maryland School for the Deaf. The Standard Pay Plan currently is made up of eight salary schedules: Standard Salary Schedule, Physician Salary Schedule, Police Officer Salary Schedule, Deputy State Fire Marshal Salary Schedule, State & Natural Resources Police Salary Schedule, State Police Aviation Command Salary Schedule, and the Park Ranger Salary Schedule. Additionally some individual classifications are assigned to hourly rates of pay, daily rates of pay, flat rates and slope scales. The Executive Pay Plan consists of one salary schedule: the Executive Salary Schedule and some individual classifications in the Executive Service are assigned flat rate salaries.

The State requires the ability to create salary schedules with over 20 grades and over 20 steps.

The following process will review how the State wants to enter and maintain Salary Plans and Salary Schedules.

Enter/Modify Salary Plans & Schedules Events/Steps:

Add/Change Salary Plan?: (Step 1): DBM Classification will decide if they want to add or change a Salary Plan.

Identify Effective Date of Salary Plan: (Step 2): If DBM Classification decides they need to add or change a Salary Plan, the system shall allow them to enter an Effective Date for the addition/change.

Identify Reason for Salary Plan Add/Change: (Step 3): The system shall allow DBM Classification to identify a Reason for the Salary Plan addition/change.

The system shall allow the addition of the following valid values for Salary Plan Add/Change Reason in a free text field on the salary plan table:

Salary Plan Add/Change Reason Values
COLA
ASR
PPA
Bargaining MOU
Executive Order
Correction/Modification
Need or Requirement
Salary Reduction
Schedule Structure Increase
Schedule Structure Decrease
Schedule Structure Neutral
Abolish Schedule

Enter/Modify Salary Plan: (Step 4): The system shall allow DBM Classification to add a new Salary Plan or modify an existing Salary Plan. When modifying an existing Salary Plan, the system will retain the previous Salary Plan information.

The system shall offer at a minimum the following Salary Plan fields:

Field	Access Mode	Other
Effective Date of Salary Plan	Required Entry	
Reason for Salary Plan Change	Required Entry	See Rules Below
Salary Plan Identifier	Required Entry	
Salary Plan Name	Required Entry	
Associated Salary Schedule	Required Entry	

Special Field/Page Rules:

Field	Other
Reason for Salary Plan Change	<p>The system shall offer and require one of the identified valid values:</p> <ul style="list-style-type: none"> - COLA - ASR - PPA - Bargaining MOU - Executive Order - Correction/Modification - Need or Requirement - Salary Reduction - Schedule Structure Increase - Schedule Structure Decrease - Schedule Structure Neutral - Abolish Schedule

SPS: System Updated w/Salary Plan: (Step 5): The system shall be updated with the Salary Plan addition/change.

- The Salary Plan shall be viewable but not usable until the Effective Date.
- The system shall send a worklist item to Agency HR notifying a Salary Plan has been added or updated. (Step 6)

Add/Change Salary Schedule?: (Step 7): DBM Classification will decide if they want to add or change a Salary Schedule.

Identify Effective Date of Salary Schedule: (Step 8): If DBM Classification decides they need to add or change a Salary Schedule, the system shall allow them to enter an Effective Date for the addition/change.

Identify Reason for Salary Schedule Add/Change: (Step 9): The system shall allow DBM Classification to identify a Reason for the Salary Schedule addition/change.

The system shall allow the addition of the following valid values for Salary Schedule Add/Change in a free text field on the schedule table :

Salary Schedule Add/Change Reason Values
COLA
ASR
PPA
Bargaining MOU
Executive Order
Correction/Modification
Need or Requirement
Salary Reduction
Schedule Structure Increase
Schedule Structure Decrease
Schedule Structure Neutral
Abolish Schedule

Enter/Modify Salary Schedule: (Step 10): The system shall allow DBM Classification to add a new Salary Schedule or modify an existing Salary Schedule. When modifying an existing Salary Schedule, the system will retain the previous Salary Schedule information.

The system shall offer at a minimum the following Salary Schedule fields:

Field	Access Mode	Other
Effective Date of Salary Schedule	Required Entry	
Reason for Salary Schedule Change	Required Entry	See Rules Below
Salary Schedule Identifier	Required Entry	
Salary Schedule Name	Required Entry	
Type of Salary Schedule	Required Entry	See Rules Below
Salary Grade Identifier	Optional Entry	See Rules Below
Salary Step Amount	Optional Entry	See Rules Below
Salary Minimum	Optional Entry	See Rules Below
Salary Maximum	Optional Entry	See Rules Below

Special Field/Page Rules:

Field	Other
Reason for Salary Schedule Change	<p>The system shall allow the addition of the identified valid values in a free text field:</p> <ul style="list-style-type: none"> - COLA - ASR - PPA - Bargaining MOU - Executive Order - Correction/Modification - Need or Requirement - Salary Reduction - Schedule Structure Increase - Schedule Structure Decrease - Schedule Structure Neutral - Abolish Schedule
Type of Salary Schedule	<p>The system shall offer the following types of Salary Schedule:</p> <ul style="list-style-type: none"> - Slope Scale - Flat Rate - Grade/Step - Hourly - Daily
Salary Grade Identifier	<p>The system should require this field if Type of Salary Schedule = Grade/Step.</p> <p>The system shall provide the ability to enter multiple Salary Grade Identifiers.</p>
Salary Step Amount	<p>The system should require this field if Type of Salary Schedule = Grade/Step.</p> <p>The system shall provide the ability to enter multiple Salary Steps.</p>
Salary Minimum	<p>The system should require this field if Type of Salary Schedule = Grade/Step, Flat Rate, Slope Scale, Daily or Hourly.</p> <p>The system shall interpret this amount as the base Step of Annual dollars if Type of Salary Schedule = Grade/Step</p> <p>The system shall interpret this amount as Annual dollars if the Type of Salary Schedule = Flat Rate or Slope Scale.</p> <p>The system shall interpret this amount as a per hour dollar amount if the Type of Salary Schedule = Hourly.</p> <p>The system shall interpret this amount as a daily amount if the Type of Salary Schedule = Daily.</p>
Salary Maximum	<p>The system should require this field if Type of Salary Schedule = Grade/Step, Flat Rate, Slope Scale, Daily or Hourly.</p> <p>The system shall interpret this amount as Step 20 of Annual dollars if Type of Salary Schedule = Grade/Step</p> <p>The system shall interpret this amount as Annual dollars if the Type of Salary Schedule = Flat Rate or Slope Scale.</p>

Field	Other
	<p>The system shall interpret this amount as a per hour dollar amount if the Type of Salary Schedule = Hourly.</p> <p>The system shall interpret this amount as a daily amount if the Type of Salary Schedule = Daily.</p>

SPS: System Updated w/Salary Schedule: (Step 11): The system shall be updated with the Salary Schedule addition/change.

- The Salary Schedule shall be viewable but not usable until the Effective Date.
- The system shall send a worklist item to Agency HR notifying a Salary Schedule has been added or updated.

Is Salary Plan/Schedule Effective?: (Step 12): The system shall evaluate if the Salary Plan and/or Schedule is currently effective based on the system date and the entered Effective Date.

- If the Salary Plan/Schedule is effective, the system shall post the Salary Plan or Schedule to the Portal. (Step 13)

AdHoc Report: Salary Plans: (Step 15): The system shall provide a report that shows Salary Plans and Salary Plan details. The report should offer input parameters that control the output to offer: all Salary Plans, a specific Salary Plan, current data or all data including future and historical definitions.

AdHoc Report: Salary Schedules: (Step 16): The system shall provide a report that shows Salary Schedules and Salary Schedule details. The report should offer input parameters that control the output to offer: all Salary Schedules, a specific Salary Schedule, current data or all data including future and historical definitions.

AdHoc Report: Salary Plans, Schedules & Classes: (Step 17): The system shall provide a report that shows all of the Job Codes associated with a specified Salary Plan and Salary Schedule. The report should allow the user to specify a Salary Schedule or show all Salary Schedules associated with the specified Salary Plan.

Enter/Modify a Job Code

Associated Process Flow: CS0102 – Enter/Modify Job Code

The State currently has between 3,000 – 4,000 Classifications, which are job codes that define the attributes of a job. A job code may be unique to one Agency or shared across multiple Agencies. Each Job Code in the Skilled and Professional Service categories has an associated Classification Specification, which is the Job Description. Each Job Code in the Management Service category and each Job Code for Special Appointment, Political Special Appointment, Skilled Service and Special Appointment Professional Service categories have as an associated Classification Description, which is also the Job Description. The entry and on-going maintenance of Job Codes and Job Descriptions will be performed by the DBM Classification group.

DBM Classification have requested the ability to update multiple Job Codes that fit a specific criteria set in a mass update. The specific requirements related to achieving this functionality is outlined in the Mass Updates section of this PDR.

This section describes the business process associated with entering or modifying the Job Code in the system. The business process associated with defining and approving a new Job Code is described in the Position Management section of this document.

Enter/Modify Job Code Events/Steps:

Is the Job Code an Add?: (Step 1): DBM Classification will determine if the new Job Code is an addition or a modification to an existing Job Code.

Identify Effective Date of Job Code: (Step 2): The system shall allow for DBM Classification to enter an Effective Date for the Job Code addition/change.

Identify Reason for Job Code Add/Change: (Step 3): The system shall allow DBM Classification to identify a Reason for the Job Code addition/change.

The system shall offer the following valid values for Job Code Add/Change Reason:

Job Code Add/Change Reason Values
ASR
PPA
Bargaining MOU
Correction or Modification
Need or Requirement
Downgrade Vacancy Series (DVS)

Enter/Modify Job Code: (Step 4): The system shall allow DBM Classification to add a new Job Code or modify an existing Job Code. When modifying an existing Job Code, the system will retain the previous Job Code information.

The system shall offer at a minimum the following Job Code fields:

Field	Access Mode	Other
Effective Date of Job Code	Required Entry	
Reason for Job Code Change	Required Entry	See Rules Below
Job Code	Required Entry	
Job Code Title	Required Entry	
Job Code Status	Required Entry	Valid Values: Active, Inactive
Salary Plan	Required Entry	See Rules Below
Salary Schedule	Required Entry	See Rules Below
Salary Grade	Required Entry	
Bargaining Unit	Optional Entry	See Rules Below
Pension Plan	Optional Entry	See Rules Below
Service Category	Optional Entry	See Rules Below
Work Area	Optional Entry	See Rules Below
FLSA Status	Required Entry	Valid Values: Exempt, Non-Exempt
Job Family	Required Entry	See Rules Below
Criminal Background Check Required?	Required Entry	Valid Values: Full, Partial, None
High Risk Class?	Optional Entry	Valid Values: Yes, No
Drug Sensitive Designation?	Optional Entry	Valid Values: Yes, No
Eligible for Recruitment Bonus?	Optional Entry	Valid Values: Yes, No
Eligible for Retention Bonus?	Optional Entry	Valid Values: Yes, No
Eligible for Shift Differential?	Optional Entry	Valid Values: Yes, No
Part of Non-Competitive Promotion Group?	Optional Entry	Valid Values: Yes, No
Part of Vacancy Downgrade Group?	Optional Entry	Valid Values: Yes, No
Associated NCP/Downgrade Series	Optional Entry	See Rules Below
Job Description	Optional Entry	

Special Field/Page Rules:

Field	Other
Reason for Job Code Change	<p>The system shall offer the following valid values:</p> <ul style="list-style-type: none"> - ASR - PPA - Bargaining MOU - Correction or Modification - Need or Requirement - Downgrade Vacancy Series (DVS)
Salary Plan	The system shall require the selection of a defined Salary Plan that is Active on the Effective Date of the Job Code.
Salary Schedule	The system shall require the selection of a defined Salary Schedule that is Active on the Effective Date of the Job Code.
Bargaining Unit	<p>The system shall offer the following valid values:</p> <ul style="list-style-type: none"> A: Labor & Trades B: Administrative, Technical & Clerical C: Regulatory, Inspection & License D: Health & Human Services Non-Professionals E: Health Care Professionals F: Social & Human Service Professionals G: Engineering, Scientific & Admin Professionals H: Public Safety & Security H1: I.A.F.F. I: Sworn Police Officer S: Excluded –Supervisor

Field	Other
	M: Excluded – Manager T: Excluded – Agency head U: Excluded – Board or Commission Member W: Excluded – Student X: Excluded – By Executive Order Z: Excluded – Confidential O: Unassigned BU based on Individual Position
Pension Plan	<u>The system shall offer the following valid values:</u> Teacher's Local Fire & Police Judges Employees Correctional Officer's State Police Law Enforcement Officer's Legislative
Service Category	<u>The system shall offer the following valid values:</u> Skilled Service Professional Service Management Service Executive Service Independent Authority
Work Area	<u>The system shall offer the following valid values:</u> 01 – Social & Welfare Work, Psychology, Human Relations 02 – Personnel Management, Employee Relations & Labor Relations Group 03 – Administrative, General Clerical & Office Support Group 04 – Biological Sciences Group 05 – Accounting & Budget Group 06 – Health & Patient Care Group 07 – Engineering & Architecture Group 08 – Legal & Kindred Group 09 – Information & Arts Group 10 – Business, Supply & Industries Group 11 – Commercial Development Group 12 – Physical Science Group 13 – Library, Archives & Societal Studies Group 14 – Mathematics, Statistics & Econometrics Group 15 – Equipment & Facilities Operation & Maintenance Group 16 – Education Group 17 – Investigation & Inspection Group 18 – Transportation Group 19 – Protective Services Group 20 – Miscellaneous Group
Job Family	<u>The system shall offer the following valid values:</u> A: Officials and Administrators B: Professionals C: Technicians D: Protective Service Worker E: Paraprofessionals F: Office and Clerical G: Skilled Craft Workers H: Service/Maintenance
Associated NCP/Downgrade Series	The system shall require a value if either the <i>Part of Non-Competitive Promotion?</i> or <i>Part of Vacancy Downgrade Series?</i> is marked 'Yes'.

DBM Classification will determine if there is an associated addition or change to the Job Description. **Enter/Modify Job Code Description:** (Step 5): The system shall allow DBM Classification to add a new Job Code Description or modify an existing Job Code Description. When modifying an existing Job Code Description, the system will retain the previous Job Code Description information.

SPS: System Updated w/Job Code: (Step 6): The system shall be updated with the Job Code addition/change.

- The Job Code shall be viewable but not usable until the Effective Date.
- The system shall send a worklist item to Agency HR notifying a Job Code has been added or updated. (Step 7)

Is Job Code Effective?: (Step 8): The system shall evaluate if the Job Code is currently effective based on the system date and the entered Effective Date.

- If the Job Code is effective, the system shall post the Job Code to the Portal (Step 9)
- If the Job Code is not yet effective, the system shall post the Job Code to the Portal upon the Effective Date (Step 10)

AdHoc Report: Job Code by EFFDT: (Step 11): The system shall provide a report that shows Job Codes and Job Code detail based on a user-specified Effective Date.

AdHoc Report: Job Code by Service Category: (Step 12): The system shall provide a report that shows Job Codes and Job Code detail based on a user-specified Service Category.

AdHoc Report: Job Code by Salary Plan/Schedule: (Step 13): The system shall provide a report that shows Job Codes and Job Code detail based on a user-specified Salary Plan and Salary Schedule.

AdHoc Report: Job Code by Work Area: (Step 14): The system shall provide a report that shows Job Codes and Job Code detail based on a user-specified Work Area.

AdHoc Report: Job Code by Salary Grade: (Step 15): The system shall provide a report that shows Job Codes and Job Code detail based on a user-specified Salary Grade.

AdHoc Report: Job Code by Agency: (Step 16): The system shall provide a report that shows Job Codes and Job Code detail based on a user-specified Agency.

AdHoc Report: Job Code Description by Job Code: (Step 17): The system shall provide a report that shows Job Code Description for a user-specified Job Code.

AdHoc Report: Job Code Description by Agency: (Step 18): The system shall provide a report that shows Job Code Description(s) for Job Codes associated with a user-specified Agency.

AdHoc Report: Job Code Description by Bargaining Unit: (Step 19): The system shall provide a report that shows Job Code Description(s) for Job Codes associated with a user-specified Bargaining Unit.

Enter/Modify a Non-Competitive Promotion or Downgrade Vacancy Series

Associated Process Flow: MSS0101 – Promotion Not From Recruiting
CS0102 – Enter/Modify Jobcode

The State allows Agencies to downgrade a vacant position within a defined Job Code (Classification) series without requiring them to submit a reclassification request to DBM Classification. The Job Code associated with a *vacant position* may be modified to another Job Code from the same defined series as long as the new Job Code is within the series and is a lower Salary Grade.

Similarly, the State allows Agencies to perform a Non-Competitive Promotion (NCP), which allow employees to advance from trainee to full performance levels, by modifying the Job Code (Classification) associated with the *occupied position* to another Job Code from the same defined series as long as the new Job Code is within the series and is a higher Salary Grade.

Currently, the State maintains the Downgrade Vacancy Series and NCP Series in Excel files that are accessible to employees on the DBM website and Agencies on the Personnel Officer's website. There is currently a lack of controls to ensure when these transactions are performed that the new Job Code is within the series. In addition, there is a need to ensure that employees in a Non-Competitive Promotion Job Code are being evaluated on a timely basis.

More controls will be placed over these processes to ensure the position is appropriately vacant or filled; the new Job Code is within the defined series and is either a higher or lower salary grade depending on whether the transaction is a Downgrade Vacancy Within Same Series or a NCP.

Enter/Modify Downgrade Vacancy Series Events/Steps:

Request is initiated by Agency Manager, see process flow

MSS0101 -- Promotion Not From Recruiting

Once request gets to DBM Classification, and Jobcode is not already designated as part of a Non Competitive Promotion or Downgrade Vacancy Series, CAS will initiate process flow
CS0102 – Enter/Modify Job Code

On the request page for MSS0101 – Promotion Not from Recruiting, the system shall provide the following values

Identify Effective Date of Series: (Step 1): The system shall allow for the Agency Manager/Approving Authority to enter an Effective Date for the Non-Competitive Promotion or Downgrade Vacancy Series addition/change.

Identify Type of Series: (Step 2): The system shall allow the Agency Manager/Approving Authority to select the type of series being added or changed. The system shall provide 2 types: Non-Competitive Promotion and Downgrade Vacancy.

The system shall offer at a minimum the following Series fields:

Field	Access Mode	Other
Effective Date of Series	Required Entry	
Type of Series	Required Entry	See Rules Below
Job Code (2 thru N)	Required Entry	See Rules Below
Evaluate Performance After Months	Optional Entry	See Rules Below

Special Field/Page Rules:

Field	Other
Type of Series	The system shall allow the selection of a type from a list of valid values that includes: <ul style="list-style-type: none"> - Downgrade Vacancy - NCP
Job Code (2 thru N)	The system shall allow for the selection of Job Codes from a list of valid values. The system shall require at least 2 Job Codes in each Series. The system shall allow up to 20 Job Codes in each Series.
Evaluate Performance After Months	The system shall require the entry of a number of months for every Job Code associated with a NCP series.

AdHoc Report: Job Codes by Series Type: (Step 3): The system shall provide a report that shows the currently Active Job Codes with Series for a user-specified Type of Series.

Position Management

Associated Process Flows: CS0201 – Define a New Job Code & Job Description
CS0202 – Define a New Job Code & Job Description (con't)
CS0203 – Enter/Modify a Position
CS0301 – Reclassification Request
CS0304 – Execute a Reclassification – Benchmark
CS0305 – Execute a Reclassification – Special Condition
CS0306 – Request a Benchmark Study
CS0307 – Request a Reclassification Study
CS0308 – Request a Reclassification Study (con't)
CS0309 – Reclassification Study Different Than Requested
CS0310 – Employee Approval of Reclassification
CS0401 – Freeze a Position
CS0501 – Initiate an Acting Capacity Request
CS0502 – Acting Capacity Request – Type A, B or C w/Delegated Authority
CS0503 – Acting Capacity Request – Type C w/No Delegated Authority or No Minimum Qualifications
CS0504 – Acting Capacity Request – Type C w/No Delegated Authority or No Minimum Qualifications (con't)
CS0505 – Acting Capacity Request – EPP
CS0506 – Acting Capacity Request – EPP (con't)
CS0507 – Cancel Acting Capacity Pay

This section reviews all of the events or actions associated with creating and maintaining Position Numbers (PIN's) in the system including defining new Job Codes/Description, defining new Position Numbers, Reclassifications and Acting Capacity Requests. If the process is already defined in another PDR, that PDR will be referenced.

Enter/Modify a Position

Associated Process Flow: CS0203 – Enter/Modify a Position

The State's Annual Budget process identifies the approved budgeted positions for the fiscal year, which is July 1st thru June 30th. An approved budgeted PIN is defined for a specific Agency Appropriation Code with a Job Code and includes an authorized percentage of employment. Currently, the State assigns Position Numbers to State employees and Temporary Workers, but with the implementation of the new system would like to assign a Position Number to every worker, including State employees, Temporary workers, Contractual workers, Volunteers and Interns.

Every Position Number (PIN) will be established with a base salary amount that may be adjusted for the employee in the Position. The State requires the system to adjust the Position back to *base salary* (step 0 for Salary Grade/Step Positions) when the Position is vacated.

Budgeted Position Numbers are assigned by the Position Control function in the Office of Finance and Administration. Currently, a series of position numbers, 700000 thru 800000, are reserved for non-budgeted positions.

Most Position Numbers will be a one-to-one relationship with a worker. However the State has 2 scenarios where this would not hold true: Overlap Appointments and Split PIN's.

Overlap Appointments involve 2 employees temporarily sharing the same Position Number for up to 6 months. This would occur for transitional situations where an employee new to a role would be placed in the same Position Number as the employee they are replacing. The system shall provide the ability for 2 employees to split a Position Number for a temporary period of time. However, the employees cannot be in different job codes and have different pay rates. *See Position Control PDR*

Split PIN's involve 2 employees sharing the total authorized amount of a budgeted Position. In this scenario, the 2 employees may each be associated with a different Job Code. The system shall provide the ability to share the total authorized budget amount and Agency Appropriation of a Position across 2 distinct Position Numbers. *See Position Control PDR*

Enter/Modify a Position Events/Steps:

The following steps will be executed by DBM Classification to add or change a Position:

Identify Effective Date of Position: (Step 1): The system shall allow for DBM Classification to enter an Effective Date for the Position addition/change.

Identify Reason for Position Add/Change: (Step 2): The system shall allow DBM Classification to identify a Reason for the Position addition/change.

The system shall offer the following valid values for Position Add/Change Reason:

Job Code Description Add/Change Reason Values
New
Correction
Non Competitive Promotion (NCP)

Enter/Modify Position: (Step 3): The system shall allow DBM Classification to add a new Position or modify an existing Position. When modifying an existing Position, the system will retain the previous Position information.

The system shall offer at a minimum the following Position fields:

Field	Access Mode	Other
Position Number	Required Entry	
Position Effective Date	Required Entry	
Reason for Position Add/Change	Optional Entry	See Rules Below
Update Employee w/Change?	Required Entry	Valid Values: Yes, No
Status	Required Entry	Valid Values: Active, Inactive
Position Status	Required Entry	Valid Values: Approved, Proposed, Frozen
Headcount Status	Defaulted by System	Valid Values: Filled, Vacant
Headcount Plan	Optional Entry	See Rules Below
Allocated Headcount	Required Entry	See Rules Below
Actual Headcount	Defaulted by System	See Rules Below
Job Code (Classification)	Required Entry	See Rules Below
Job Code Title (Classification Title)	Default from Job Code	See Rules Below
Position Title	Optional Entry	
FLSA Status	Default from Job Code	Valid Values: Exempt, Non-Exempt
Budgeted Position?	Required Entry	Valid Values: Yes, No
Key Position?	Optional Entry	Valid Values: Yes, No
Regular/Temporary	Optional Entry	
Agency Code	Required Entry	See Rules Below
Location	Required Entry	See Rules Below
Department	Required Entry	See Rules Below
Funding Source	Required Entry	See Rules Below
Funding %	Required Entry	See Rules Below
Position Reports To	Optional Entry	See Rules Below
FT/PT	Required Entry	
Salary Plan	Default from Job Code	
Salary Schedule	Default from Job Code	
Standard Hours	Required Entry	
Special Appointment?	Optional Entry	Valid Values: Yes, No
Political Special Appointment?	Optional Entry	Valid Values: Yes, No
Eligible for Compressed Workweek?	Default from Job Code	Valid Values: Yes, No
Eligible for Telework?	Default from Job Code	Valid Values: Yes, No
Essential Personnel?	Default from Job Code	Valid Values: Yes, No
Job Sharing?	Optional Entry	Valid Values: Yes, No
High Risk Job?	Default from Job Code	Valid Values: Yes, No
Drug Sensitive Designation?	Default from Job Code	Valid Values: Yes, No
Eligible for Recruitment Bonus?	Default from Job Code	Valid Values: Yes, No

Field	Access Mode	Other
Eligible for Retention Bonus?	Default from Job Code	Valid Values: Yes, No
Eligible for Shift Differential?	Default from Job Code	Valid Values: Yes, No
Criminal Background Check Required?	Default from Job Code	Valid Values: Full, Partial, None
Part of Non-Competitive Promotion?	Default from Job Code	Valid Values: Yes, No
Part of Vacancy Downgrade Series?	Default from Job Code	Valid Values: Yes, No
NCP or Downgrade Series	Default from Job Code	
Bargaining Status?	Required Entry	Valid Values: Yes, No
Financial Disclosure?	Required Entry	Valid Values: Yes, No
Bargaining Unit	Default from Job Code	
Benchmark Class?	Optional Entry	Valid Values: Yes, No
Benchmark Position Description	Optional Entry	See Rules Below
Pension Plan	Default from Job Code	
Service Category	Default from Job Code	
Work Area	Default from Job Code	
Job Family	Default from Job Code	

Special Field/Page Rules:

Field	Other
Reason for Position Add/Change	The system shall require the selection of a value from a list of valid values that includes: <ul style="list-style-type: none"> - New - Correction - Non Competitive Promotion (NCP)
Headcount Plan	The system shall require the selection of a value from a list of valid values that includes: <ul style="list-style-type: none"> - Intend to Fill Position - Intend to Freeze Position - Hiring exception approved/denied - Redeployed/transferred
Allocated Headcount	The system shall require the entry of a number.
Actual Headcount	The system shall default this field based on the Allocated Headcount in comparison with the actual occupancy of the Position.
Job Code (Classification)	The system shall require the selection of a Job Code from a list of valid values that are Active on the Effective Date of the Position.
Job Code Title (Classification Title)	The system shall default the Job Code Title from the Job Code.
Agency Code	The system shall require the selection of a value from a list of valid values that are Active on the Effective Date of the Position.
Location	The system shall require the selection of a value from a list of valid values that are Active on the Effective Date of the Position.
Department	The system shall require the selection of a value from a list of valid values that are Active on the Effective Date of the Position.
Funding Source	The system shall require the selection of a value from a list of valid values that includes: <ul style="list-style-type: none"> - General Funds - Special Funds - Federal Funds - Reimbursable Funds

Field	Other
	The system shall allow for the entry of up to 5 Funding Sources for a Position.
Funding %	The system shall require the entry of a Funding % for each designated Funding Source. The system shall ensure the sum of all entered Funding % total 100%.
Position Reports To	The system shall require the selection of a Position Number value from a list of valid values that are Active on the Effective Date of the Position.
Benchmark Position Description	The system shall provide the ability to attach a Word or PDF document that provides the Benchmark Position Description.

SPS: System Updated w/Position: (Step 4): The system shall be updated with the Position addition/change.

- The Position shall be viewable but not usable until the Effective Date.
- The system shall send a worklist item to Agency HR notifying a Position has been added or updated. (Step 19)

Want to Update Employee Also?: (Step 5): If the field *Update Employee w/Change?* Was marked 'Yes', the system shall update the employee job data with the Position changes.

For [PIN Creation/Maintenance for Contractual, Temporary Workers, Volunteers, Interns and Non-Budgeted Permanents see Position Control PDR](#)

Initiate a Reclassification Request

Associated Process Flow: CS0301 – Initiate a Reclassification Request

A reclassification occurs when there has been a significant change in the duties and responsibilities assigned to a position. The change may be the result of a re-organization, creation of a new program or service, reassignment of all or some of the duties to another position or increased or additional duties assigned to a position.

There are numerous types of reclassification requests, including requests to execute a specific type of reclassification or the requests for a job analysis study. The agency will carry out all reclassification study outside of the system. Upon approval, the position will be updated in the system. The request would be initiated via MSS through a request from an Agency Manager or from Agency HR

Initiate a Reclassification Request Events/Steps:

Select Type of Reclassification Request: (Step 1): The system shall allow the Agency HR Coordinator to select the type of reclassification request from a list of valid values.

The valid values are:

Valid Reclassification Request Types
Execute a Benchmark Reclassification
Execute a Special Conditions Reclassification
Request a Benchmark Study
Request a Reclassification Study

Execute a Reclassification – Benchmark

Associated Process Flow: CS0304 – Execute a Reclassification – Benchmark

Agencies may submit a Request for a Benchmark Study, for filled or vacant positions, to DBM Classification that describes the core duties assigned to all of the agency positions with a specific Job Code (Classification). DBM Classification will review and perform a job study. If DBM Classification approves the request, they will maintain the benchmark on file and allow the Agency to execute a benchmark reclassification for the Job Code. The *CS0306 – Request a Benchmark Study* process describes the aforementioned process. The process described in this section is the execution of a benchmark reclassification once the Agency has been granted approval.

Currently, DBM Classification does not have control to ensure that all of the executed benchmark reclassifications have previously been approved. In order to place more controls around this process, an outcome of the *CS0306 – Request a Benchmark Study* process will be to maintain a system record of the benchmark reclassifications *granted* by Agency.

For Example: In the system there might be a record that contains the following information:

Agency Appropriation Code	Effective Date	Job Code	Job Code Title	Rescinded?
24040001	2/1/2010	2797	Lottery Specialist I	N

This process will validate the Agency has been granted authority at the point of data entry to ensure the transaction is valid.

Execute a Reclassification – Benchmark Events/Steps:

The process begins after selecting “Execute a Reclassification – Benchmark” in the CS0301 – Initiate a Reclassification Request process.

Enter/Modify Benchmark Reclassification: (Step 2): The system shall allow the Agency HR Coordinator to enter a Benchmark Reclassification request online.

The system shall offer at a minimum the following fields:

Field	Access Mode	Other
Position Number or Employee ID	Required Entry	See Rules Below
Employee Name	Viewable	
New Job Code	Required Entry	See Rules Below
Effective Date of Benchmark Reclassification	Required Entry	
Position Headcount Status	Viewable	
Old Job Code & Details - Job Code	Viewable	

Field	Access Mode	Other
<ul style="list-style-type: none"> - Job Code Title - Salary Plan - Salary Grade 		
New Job Code & Details <ul style="list-style-type: none"> - Job Code - Job Code Title - Salary Plan - Salary Grade 	Viewable	
Position Appropriation & Funding Information <ul style="list-style-type: none"> - Department - Funding Source - Funding % 	Viewable	
Acknowledgement that the Position Description (MS-22) is Consistent with the Benchmark Description (MS-22)	Required Entry	See Rules Below

Special Field/Page Rules:

Field	Other
Position Number or Employee ID	The system shall require either the Position Number or the Employee ID of the employee for which the benchmark reclassification ion is being executed for. The system will allow a Benchmark Reclassification for either a Filled or Vacant Position.
New Job Code	The system shall require the selection of the Job Code the Position is being reclassified to from a list of valid values. The system shall offer a list of valid values that consists of the Job Codes the Agency has benchmark authority to assign.
Acknowledgement that the Position Description (MS-22) is Consistent with the Benchmark Description (MS-22)	The system shall display the requirements of the Benchmark Description (MS-22) for the user to reference as they complete the acknowledgement.

Workflow Notification: Benchmark Reclassification Request: (Step 3): The system shall alert the Agency Appointing Authority via a workflow notification that there is a Benchmark Reclassification Request for them to review and approve/deny.

Review Benchmark Reclassification Request: (Step 4): The system shall provide the ability for the Agency Appointing Authority to review the Benchmark Reclassification Request online.

The system shall offer at a minimum the following fields:

Field	Access Mode
Position Number	Viewable
Employee ID	Viewable
Employee Name	Viewable
Effective Date of Benchmark Reclassification	Viewable
Position Headcount Status	Viewable
Position Appropriation & Funding Information	Viewable

Field	Access Mode
- Department - Funding Source - Funding %	
Old Job Code & Details - Job Code - Job Code Title - Salary Plan - Salary Grade	Viewable
New Job Code - Job Code - Job Code Title - Salary Plan - Salary Grade	Viewable
Request Submitted By	Viewable
Request Submitted Date/Time	Viewable

The reviewer should not have access to modify any of the data elements. If a data element requires modification, the reviewer will deny the transaction and send it back to the initiator for modification.

Approve Benchmark Reclassification?: (Step 5): The Agency Appointing Authority will decide if they approve or deny the Benchmark Reclassification Request.

Enter Approval: (Step 6): The system shall provide the ability for the Agency Appointing Authority to approve online the Benchmark Reclassification Request.

If the Benchmark Reclassification is approved, the DBM Classification will:

- Update the selected Position with the Effective Date, the New Job Code, new Salary Grade and a Reason = Benchmark Reclass.
- If the Position is Filled, workflow notification will be sent to Agency HR to complete the update to the employee with the Effective Date, the New Job Code, new Salary Grade and an Action = Reclass and Reason = Benchmark.
- Initiate a worklist item to alert the requesting Agency that the Benchmark Reclassification has been approved.

Enter Denial and Denial Reason: (Step 11): The system shall provide the ability for the Agency Appointing Authority to deny online the Benchmark Reclassification Request and select a denial reason from a list of valid values.

The system shall offer the following valid values for Benchmark Reclassification Denial Reasons:

Benchmark Reclassification Denial Reason Values
Action Not Appropriate

If the Benchmark Reclassification is denied, the system will initiate a worklist item to alert the Agency HR that the Benchmark Reclassification Request has been denied. (Step 12)

AdHoc Report: Print Benchmark Reclassification Notification for Employee: (Step 13): The system shall provide a letter/fact sheet that notifies the employee of the attributes of their Benchmark Reclassification.

Execute a Reclassification – Special Conditions

Associated Process Flow: CS0305 – Execute a Reclassification – Special Conditions

Agencies with Independent Authority or a Delegated Position may execute a reclassification, for a filled or vacant position, without approval from DBM Classification. In order to ensure the executed reclassification is allowed, the system shall validate the Agency executing has been defined as having Independent Authority or Delegated Authority. Independent Authority or Delegated Authority is associated to Agency Appropriation Codes.

Execute a Reclassification – Special Conditions Events/Steps:

The process begins after selecting “Execute a Reclassification – Special Conditions” in the CS0301 – Initiate a Reclassification Request process.

Enter/Modify Special Conditions Reclassification: (Step 2): The system shall allow the Agency HR Coordinator to request a Special Conditions Reclassification online.

The system shall offer at a minimum the following fields:

Field	Access Mode	Other
Position Number or Employee ID	Required Entry	See Rules Below
Employee Name	Viewable	
New Job Code	Required Entry	See Rules Below
Effective Date of Special Condition Reclassification	Required Entry	
Reason for Special Conditions Reclassification	Required Entry	See Rules Below
Position Headcount Status	Viewable	
Old Job Code & Details <ul style="list-style-type: none"> - Job Code - Job Code Title - Salary Plan - Salary Grade 	Viewable	
New Job Code & Details <ul style="list-style-type: none"> - Job Code - Job Code Title - Salary Plan - Salary Grade 	Viewable	
Position Appropriation & Funding Information <ul style="list-style-type: none"> - Department - Funding Source - Funding % 	Viewable	

Special Field/Page Rules:

Field	Other
Position Number or Employee ID	The system shall require either the Position Number or the Employee ID of the employee for which the benchmark reclassification ion is being executed for. The system shall ensure the Position selected is Filled.
New Job Code	The system shall require the selection of the Job Code the Position is being reclassified to from a list of valid values. The system shall offer a list of valid values that consists of the Job Codes the Agency has benchmark authority to assign.
Reason for Special Conditions Reclassification	The system shall require the selection of a Reason from a list of valid values that includes: <ul style="list-style-type: none"> - Independent Salary Authority - Independent Personnel System - Other Delegated Authority

Workflow Notification: Special Conditions Reclassification Request: (Step 3): The system shall alert the Agency Appointing Authority via a workflow notification that there is a Special Conditions Reclassification Request for them to review and approve/deny.

Review Special Conditions Reclassification Request: (Step 4): The system shall provide the ability for the Agency Appointing Authority to review the Special Conditions Reclassification Request online.

The system shall offer at a minimum the following fields:

Field	Access Mode
Position Number	Viewable
Employee ID	Viewable
Employee Name	Viewable
Effective Date of Special Conditions Reclassification	Viewable
Reason for Special Conditions Reclassification	Viewable
Position Headcount Status	Viewable
Position Appropriation & Funding Information <ul style="list-style-type: none"> - Department - Funding Source - Funding % 	Viewable
Old Job Code & Details <ul style="list-style-type: none"> - Job Code - Job Code Title - Salary Plan - Salary Grade 	Viewable
New Job Code <ul style="list-style-type: none"> - Job Code - Job Code Title - Salary Plan - Salary Grade 	Viewable
Request Submitted By	Viewable
Request Submitted Date/Time	Viewable

The reviewer should not have access to modify any of the data elements. If a data element requires modification, the reviewer will deny the transaction and send it back to the initiator for modification.

Approve Special Conditions Reclassification?: (Step 5): The Agency Appointing Authority will decide if they approve or deny the Special Conditions Reclassification Request.

Enter Approval: (Step 6): The system shall provide the ability for the Agency Appointing Authority to approve online the Special Conditions Reclassification Request.

If the Special Conditions Reclassification is approved, DBM Classification will:

- Update the selected Position with the Effective Date, the New Job Code, new Salary Grade and a Reason = Independent Authority or Delegated Position. (Step 8)
- Initiate a worklist item to alert the Agency HR to Update the employee with the Effective Date, the New Job Code, new Salary Grade and an Action = Reclass and Reason = Special Conditions. (Step 9)
- Initiate a worklist item to alert the requesting Agency that the Special Conditions Reclassification has been approved. (Step 7)

Enter Denial and Denial Reason: (Step 11): The system shall provide the ability for the Agency Appointing Authority to deny online the Special Conditions Reclassification Request and select a denial reason from a list of valid values.

The system shall offer the following valid values for Special Conditions Reclassification Denial Reasons:

Special Conditions Reclassification Denial Reason Values
Action Not Appropriate

If the Special Conditions Reclassification is denied, the system will initiate a worklist item to alert the Agency HR that the Special Conditions Request has been denied. (Step 12)

AdHoc Report: Print Reclassification Notification for Employee: (Step 13): The system shall provide a letter/fact sheet that notifies the employee of the attributes of their Reclassification.

Request a Benchmark Study

Associated Process Flow: CS0306 – Request a Benchmark Study

Agencies may submit a Request for a Benchmark Study to DBM Classification that describes the core duties assigned to all of the agency positions with a specific Job Code (Classification). DBM Classification will review and perform a job study. If DBM Classification approves the request, they will maintain the benchmark on file and allow the Agency to execute a benchmark reclassification for the Job Code. This section will describe the business process of requesting the benchmark study. The subsequent job analysis study that occurs will be outside of the system.

This process is a job analysis and the outcome of this process is a system record of the benchmark reclassifications *granted* by Agency. No Position or employee data is updated by this process.

For Example: In the system there might be a record that contains the following information:

Agency Appropriation Code	Effective Date	Job Code	Job Code Title	Rescinded?
24040001	2/1/2010	2797	Lottery Specialist I	N

Earlier, the *CS0304 – Execute a Benchmark Reclassification* process described how the reclassification is applied once it is approved. It is in this process that a Position and an employee are updated with a new Job Code.

display the data based on user-specified parameters that include: Effective Date, Rescinded?, Agency, Job Code.

Request a Reclassification Study

Associated Process Flows: CS0307 – Request a Reclassification Study
CS0308 – Request a Reclassification Study (*cont*)

Agencies may submit a Request for a Reclassification Study to DBM Classification when there has been a significant change in the duties and responsibilities assigned to a position or confirm present class remains appropriate. The change may be the result of a re-organization, creation of a new program or service, reassignment of all or some of the duties of another position or increased/additional duties assigned to the position. DBM Classification does require supporting documentation to accompany the study request, including an Organizational Chart, a Reclassification Questionnaire and a Position Description. The proposed design includes providing the ability to attach the supporting materials to the request at the time of submission.

DBM Classification will review and perform a job study analysis. At the conclusion of the job study analysis, DBM Classification may approve the request, deny the request or approve the request at a different level than requested. If the request is approved as submitted, both Position and employee data will be updated by this process.

Since a reclassification job study analysis is a lengthy process with numerous steps and participants, the proposed design uses workflow to route the transaction to stakeholders and uses a system generated checklist that automatically updates based on system events but also allows for the manual addition of tasks. Since the reclassification job study has employee implications, the employee should be kept informed of the status of the request throughout the process.

As part of the job study analysis, the DBM Classification Analyst will prepare a Study Memorandum that will be attached to the request as a record of the outcome. The Study Memorandum will be available to the Agency HR once the study is completed.

Request a Reclassification Study Events/Steps:

The process begins after selecting "Request a Reclassification Study" in the CS0301 – Initiate a Reclassification Request process.

Request Reclassification Study: (Step 2): The system shall allow the Agency HR Coordinator to enter a Reclassification Study Request online.

The system shall offer at a minimum the following fields:

Field	Access Mode	Other
Agency	Viewable	
Position or Employee ID	Required Entry	See Rules Below
Position Headcount Status	Viewable	Valid Values: Filled, Vacant
Employee Name	Viewable	
Requested New Job Code	Required Entry	See Rules Below
Requested Effective Date	Required Entry	

Field	Access Mode	Other
Reason for Reclassification Study Request	Required Entry	See Rules Below
Current Salary Grade	Defaulted	
Salary Increase - %	Defaulted	See Rules Below
New Salary Grade	Defaulted	See Rules Below
Cost for Current Fiscal Year	Defaulted	See Rules Below
Cost for Next Fiscal Year	Defaulted	See Rules Below
Old Job Code & Details - Job Code - Job Code Title - Salary Plan - Salary Grade	Viewable	
New Job Code - Job Code - Job Code Title - Salary Plan - Salary Grade	Viewable	
Position Appropriation & Funding Information - Department - Funding Source - Funding %	Viewable	
Does the employee meet the minimum qualifications of the requested job code (classification)?	Required Entry	Valid Values: Yes, No, N/A (Vacant)
Has the Position been permanently assigned new duties?	Required Entry	Valid Values: Yes, No
If yes, Date New Duties Assigned	Required Entry	See Rules Below
Are there other Positions in the Agency that perform similar duties?	Required Entry	Valid Values: Yes, No
If yes, list PIN's	Required Entry	See Rules Below
How has the Position changed?	Required Entry	See Rules Below
If the requested class is in the administrative specialist/officer or administrator series is it because the:	Optional Entry	See Rules Below
Is an Organizational Chart attached?	Required Entry	Valid Values: Yes, No
Attach Organizational Chart		See Rules Below
Is a Reclassification Position Questionnaire attached?	Required Entry	Valid Values: Yes, No
Attach Reclassification Position Questionnaire		See Rules Below
Is a Position Description attached?	Required Entry	Valid Values: Yes, No
Attach Position Description		See Rules Below

Special Field/Page Rules:

Field	Other
Position	The system shall verify the Position is currently Filled and Not Frozen. If the Position is Vacant or Frozen, the system shall issue a Warning Message and not allow the transaction to continue.
Requested New Job Code	The system shall require the selection of a Job Code from a list of valid values.

Field	Other
Reason for Reclassification Study Request	<p>The system shall require the selection of a Reason from a list of valid values. The valid values should include:</p> <ul style="list-style-type: none"> - Initial Study Request - Request a Reconsideration - Frozen Status Removal
Salary Increase - %	<p>The system shall determine the salary increase %.</p> <p>If the employee is a member of the EPP Salary Plan and the Requested New Job Code is 1 Grade higher than their current Job Code, the salary increase = 7%.</p> <p>If the employee is a member of the EPP Salary Plan and the Requested New Job Code is 2 or more Grades higher than their current Job Code, the salary increase = 14%.</p> <p>If the employee is a member of the Standard Salary Plan and the Requested New Job Code is 1 Grade higher than their current Job Code, the salary increase = 6%.</p> <p>If the employee is a member of the Standard Salary Plan and the Requested New Job Code is 2 or more Grades higher than their current Job Code, the salary increase = 12%.</p> <p>If the employee is a member of the Standard Salary Plan and the New Job Code is a result of an ASR then salary increase = 6% (even if new Job Code is two grades or more higher than current job code)</p>
New Salary Grade	<p>The system shall calculate the employee's new salary by taking their current salary and adding the Salary Increase %.</p> <p>The system shall determine the employee's New Salary Grade by identifying the Salary Grade that grants the employee a salary of <i>at least</i> their current salary + designated salary increase %.</p>
Cost for Current Fiscal Year	<p>The system shall determine the total dollar increase for moving the employee to the new Job Code by calculating the remaining pay periods in the fiscal year and the employee's Salary increase for those pay periods. If the effective date is retroactive, the calculations will include any missed payments and will calculate forward</p>
Cost for Next Fiscal Year	<p>The system shall determine the total dollar increase for moving the employee to the new Job Code for an entire year.</p>
If yes, Date New Duties Assigned	<p>The system shall require the entry of a valid date if the user answered Yes to "Has the Position been permanently assigned new duties?".</p>
If yes, list PIN's	<p>The system shall require the entry of Position numbers if the user answered Yes to "Are there other Positions in the Agency that perform similar duties?"</p> <p>The system shall allow the user to select from a list of valid Filled Position numbers in the Agency.</p>

Field	Other
	The system shall allow the user to select up to 10 Position numbers.
How has the Position changed?	The system shall allow the selection of any or all of the following values: <ul style="list-style-type: none"> - New supervisory/managerial duties - Other new or increased duties - Assumed Duties of PIN - Reorganization - Different Job - Removal of Frozen Status
Briefly describe "other new, increased or higher level duties"	The system shall require entry if the user selected "Other new or increased duties" for <i>How has the Position changed?</i>
Assumed Duties PIN	The system shall require entry of a valid Position number if the user selected "Assumed Duties of PIN" for <i>How has the Position changed?</i>
If the requested class is in the administrative specialist/officer or administrator series is it because the:	The system shall allow the selection of any or all of the following values: <ul style="list-style-type: none"> - Job is a mixture or combination of different functions not applicable to any one classification. - Incumbent does not meet the minimum qualifications for the <designated Job code> Job Code that may be more appropriate to job duties.
Attach Organizational Chart	The system shall allow the requestor to attach a Word or PDF document to the Reclassification Study request.
Attach Reclassification Position Questionnaire	The system shall allow the requestor to attach a Word or PDF document to the Reclassification Study request.
Attach Position Description	The system shall allow the requestor to attach a Word or PDF document to the Reclassification Study request.

Notification: Reclassification Request: (Step 45): When the Reclassification Request is submitted on behalf of an employee, the employee should receive an email notification of the request.

SPS: Initiates/Updates New Job Code Checklist: (Step 24): At the point the Agency initiates the request for a Reclassification Study, the system will initiate a checklist to track all of the steps associated with the Reclassification Study. The system shall automatically update the checklist based on the Reclassification Study events.

The system shall provide a new Job Code checklist that includes:

Checklist Item	Automatic or Manual Update
Request Reclassification Study	Automatic
Route Study Request to Agency HR Director	Automatic
Enter Approval or Denial	Automatic
Route Study Request to Agency Appointing Authority	Automatic
Enter Approval or Denial	Automatic
Route Study Request to DBM CAS Support Staff	Automatic
Enter Approval or Denial	Automatic
Route Study Request to DBM CAS Team Supervisor	Automatic
Assign Request to DBM CAS Analyst	Automatic
Completes Reclassification Study Analysis	Automatic

Checklist Item	Automatic or Manual Update
Route Completed Analysis to DBM CAS Team Supervisor	Automatic
Enter Approval or Denial or Approval at Different Level	Automatic
Complete Reclassification Entry (if approved)	Automatic
Update Position Data	Automatic
Update Employee Data	Automatic

At this point in the process, there will be 2 levels of review and approval at the Agency level before the request routes to DBM Classification. The following steps will be executed first by the Agency HR Director and then by the Agency Appointing Authority, assuming the Agency HR Director approves the request.

Workflow Notification: Reclassification Study Request: (HRD Step 3, AA Step 8): The system shall alert the Agency HR Director/Agency Appointing Authority via a workflow notification that there is a Reclassification Study Request for them to review and approve/deny.

Review Reclassification Study Request: (HRD Step 4, AA Step 9): The system shall provide the ability for the Agency HR Director/Agency Appointing Authority to review the Reclassification Study Request online.

The system shall offer at a minimum the following fields:

Field	Access Mode
Agency	Viewable
Position or Employee ID	Viewable
Position Headcount Status	Viewable
Employee Name	Viewable
Requested New Job Code	Viewable
Requested Effective Date	Viewable
Reason for Reclassification Study Request	Viewable
Current Salary Grade	Viewable
Salary Increase - %	Viewable
New Salary Grade	Viewable
Cost for Current Fiscal Year	Viewable
Cost for Next Fiscal Year	Viewable
Old Job Code & Details <ul style="list-style-type: none"> - Job Code - Job Code Title - Salary Plan - Salary Grade 	Viewable
New Job Code <ul style="list-style-type: none"> - Job Code - Job Code Title - Salary Plan - Salary Grade 	Viewable
Position Appropriation & Funding Information <ul style="list-style-type: none"> - Department - Funding Source - Funding % 	Viewable
Does the employee meet the minimum qualifications of the requested job code (classification)?	Viewable

Field	Access Mode
Has the Position been permanently assigned new duties?	Viewable
If yes, Date New Duties Assigned	Viewable
Are there other Positions in the Agency that perform similar duties?	Viewable
If yes, list PIN's	Viewable
How has the Position changed?	Viewable
If the requested class is in the administrative specialist/officer or administrator series is it because the:	Viewable
Is an Organizational Chart attached?	Viewable
Attach Organizational Chart	Viewable
Is a Reclassification Position Questionnaire attached?	Viewable
Attach Reclassification Position Questionnaire	Viewable
Is a Position Description attached?	Viewable
Attach Position Description	Viewable
Requested Submitted By	Viewable
Requested Submitted Date/Time	Viewable

The reviewer should not have access to modify any of the data elements. If a data element requires modification, the reviewer will deny the transaction and send it back to the initiator for modification.

Approve Reclassification Study Request?: (HRD Step 5, AA Step 10): The Agency HR Director/Agency Appointing Authority will decide if they approve or deny the Reclassification Study Request.

Enter Approval: (HRD Step 6, AA Step 11): The system shall provide the ability for the Agency HR Director/Agency Appointing Authority to approve online the Reclassification Study Request.

If the Reclassification Study Request is approved, the system will route the request to the next level of review/approval:

- If the request was approved by the Agency HR Director, the system shall alert the Agency Appointing Authority there is a Reclassification Study Request to review. (AA Step 8)
- If the request was approved by the Agency Appointing Authority, the system shall alert the DBM Classification Support Staff there is a Reclassification Study Request to review. (Step 13)

Enter Denial/Reason: (HRD Step 7, AA Step 12): The system shall provide the ability for the Agency HR Director/Agency Appointing Authority to deny online the Reclassification Study Request and identified a denial reason from a list of valid values.

The system shall offer the following valid values for Reclassification Study Request Reasons:

Benchmark Study Request Denial Reason Values
Not Appropriate for Reclass Process
Duties Not Permanent
Other Changes to Position Pending

- If the Reclassification Study Request is denied by the Agency HR Director, the system will initiate a worklist item to alert the Agency HR Coordinator that the Reclassification Study Request has been denied. (Step 36)

- If the Reclassification Study Request is denied by the Agency Appointing Authority, the system will initiate a worklist item to alert the Agency HR Director that the Reclassification Study Request has been denied. (Step 40)

Once the request has been approved at the Agency level, the request will route to the DBM Classification Support Staff who performs a preliminary review to ensure all appropriate signatures and supporting documentation have been attached to the request. The reclassification study and all necessary steps and research is conducted outside the system

If the DBM Classification Team Supervisor approves the reclassification, DBM Classification will carry out the following steps in the system:

SPS: Position Updated with New Job Code (Classification): (Step 31): the Position Number is updated with the new Job Code by adding a new row, updating the effective date and the Reason for the update as a *Reclass*.

SPS: Employee Updated with New Job Code (Classification): (Step 32): After the Position Number is updated, the system will send a workflow notification to Agency HR to update the Employee Job Data with the new Job Code and related salary. The Employee transaction will be reflected with Action = *Reclass* and Reason = *Change in Duties*.

If the DBM Classification Team Supervisor denies the reclassification, the following will occur:

Enter Denial and Denial Reason: (Step 23): The system shall provide the ability for the DBM Classification Team Supervisor to deny online the Reclassification Study Request and select a denial reason from a list of valid values.

The system shall offer the following valid values for Reclassification Study Request Reasons:

Benchmark Study Request Denial Reason Values
Action Not Appropriate
Duties Not Appropriate to Requested Class
Current Class remains appropriate

If the Reclassification Study Request is denied, the system will:

- Initiate a worklist item to alert the Agency HR Coordinator that the Reclassification Study Request has been denied. (Step 36)
- Initiate a worklist item to alert the Agency HR Director that the Reclassification Study Request has been denied. (Step 40)
- Initiate a worklist item to alert the Agency Appointing Authority that the Reclassification Study Request has been denied. (Step 42)

If the DBM Classification Team Supervisor approves the reclassification at a level that is different from the level requested, the following will occur:

Enter Denial and Denial Reason: (Step 34): The system shall provide the ability for the DBM Classification Team Supervisor to deny online the Reclassification as requested and select a denial reason from a list of valid values.

The system shall offer the following valid values for Reclassification Study Request Reasons:

Benchmark Study Request Denial Reason Values
Approve at Lower Level Than Requested
Approve at Different Level Than Requested

If the Reclassification Study Request is approved at a level different than requested, execute the *CS0309 – Reclassification Study Different Than Requested* process.

AdHoc Report: Print Reclassification Notification for Employee: (Step 38): The system shall provide a letter/fact sheet that notifies the employee of the attributes of their Reclassification.

AdHoc Report: Reclassification Study Metrics: (Step 39): The system shall provide a report that displays metrics for the Reclassification Study requests. The report should display the number of studies requested, the number of studies approved, the number of studies approved at a different level than requested, the number of studies denied and the number of studies denied by Reason. The system shall provide the ability to display the data based on user-specified parameters that include: Effective Date Range, Request Date Range, Job Code and Agency.

Reclassification Study Different Than Requested

Associated Process Flow: CS0309 – Reclassification Study Different Than Requested

As mentioned earlier, one result of a Reclassification Study request (which can be for a single or multiple positions) is DBM Classification may approve the request but at a level that is different than requested. When this outcome occurs, Agency HR will have the ability to review the Study Memorandum and follow one of two paths.

Agency HR can choose to *request a reconsideration* of the decision to DBM Classification if they feel DBM overlooked something in the study. If they choose this path, the system shall provide them the ability to re-open the initially submitted Reclassification Study request and modify the Reason to *Agency Request for Reconsideration*. Agency HR will have 2 weeks to *request a reconsideration* of the class decision.

If they do not choose to *request a reconsideration* of the decision, Agency HR will review the Study Memorandum with the employee and explain the employee's rights to file a grievance.

In either case, if the reclassification request involved a filled Position, Agency HR will confirm the employee meets the minimum qualifications of the different class, and if the different class is at a higher level, confirm availability of funding. DBM Classification will be notified of the confirmation so they can process the reclassification.

Reclassification Study Different Than Requested Events/Steps:

The process begins after a the "Request a Reclassification Study" resulted in the approval of a reclassification at a level different than requested by the Agency.

Worklist: Reclassification Other Than Requested: (Step 2): The Agency HR Coordinator will receive a worklist item to alert them their Reclassification Study Request has been approved by DBM Classification at a level other than requested.

Print/Review Study Memorandum: (Step 3): The Agency HR Coordinator will print and review the Study Memorandum prepared by the DBM Classification Analyst during the reclassification study.

Agency Want to Request a Reconsideration with DBM?: (Step 4): After reviewing the Study Memorandum, the Agency HR will decide if they want to *request a reconsideration* of the decision to DBM Classification.

If the Agency does want to *request a reconsideration* of the decision, the system shall provide Agency HR with the ability to re-submit their original Reclassification Study Request (CS0307/CS0308-Reclassification Study Request) with a Reason = Request Reconsideration. (Step 5) The Agency HR will have 2 weeks from the Denial Date to *request a reconsideration*. The system shall prohibit any requests for reconsideration submitted past the deadline.

If the Agency does not want to request a reconsideration of the decision, Agency HR will review the Study Memorandum with the Employee. (Steps 8)

Agency HR Confirms Employee Meets Minimum Qualifications of Approved Class?: (Step 6): Agency HR will confirm the employees meets the minimum qualifications of the approved job code (class).

Agency HR Confirms Budget Availability: (Step 7): Agency HR will confirm the Agency has budget availability for the reclassification.

If the employee does meet the minimum qualifications and the Agency has budget availability, then DBM classification will update the system with the information

AdHoc Report: Reclassification Letter/Notice for Employee: (Step 15): The system shall provide the ability to print a letter/notification for the employee to identify the attributes of their reclassification.

The employee has the rights to file a grievance of the reclassification decision.

Employee Want to File Grievance?: (Step 9): The employee will decide if they want to file a grievance of the reclassification decision. If they do want to file a grievance, they will execute the CS1001 – *Reclassification Grievance* process within 20 days of the date they were notified by HR of the reclassification decision. This will take place outside the system

Freeze a Position

Associated Process Flow: CS0401 – Freeze a Position

During the course of the year, an Agency or DBM Classification could make a decision to place a *freeze* on a *filled or vacant* Position Number. Currently, all Position freezes must go thru DBM Classification for processing, who in turn submits paperwork to DBM OPSB to execute the freeze. The proposed future state design allows Agencies to place a *freeze* on a Position. Likewise, DBM Classification will have the ability to place a Position *freeze*.

Freeze a Position Events/Steps:

A Position Freeze may be initiated by either Agency HR or by DBM Classification. If the transaction is initiated by DBM Classification, the following steps will occur.

Identify Effective Date of Freeze: (Step 1): The system shall allow the DBM Classification group to enter an Effective Date for the Position freeze.

Identify Reason for Freeze: (Step 2): The system shall allow the DBM Classification group to enter a Reason for the Position freeze from a list of valid values.

The system shall offer the following valid values for Position Freeze Reasons:

Position Freeze Reason Values
Position Overclassified
Change in Assignment or Job Function
Incumbent Does Not Meet the Minimum Qualifications of Proper Class
Unique Qualifications of the Incumbent
Pending Redeployment
Caseload Does Not Support
Turnover
Pending Abolition
HFE Disapproved
Change in Assignment
Marked for Re-Study

Change Position Status to Frozen: (Step 3): The system shall allow the DBM Classification group to modify the Position Status and select a value of Frozen from a list of valid values. The system shall allow DBM Classification to freeze both filled and vacant positions. For filled positions, the incumbent should continue to be paid until the position is vacant.

Worklist: Position Frozen: (Step 4): The system shall notify Agency HR when DBM Classification freezes a Position associated with their particular Agency.

If the transaction is initiated by Agency HR, they following steps will occur.

Identify Effective Date of Freeze: (Step 5): The system shall allow Agency HR to enter an Effective Date for the Position freeze.

Identify Reason for Freeze: (Step 6): The system shall allow Agency HR to enter a Reason for the Position freeze from a list of valid values.

Change Position Status to Frozen: (Step 7): The system shall allow Agency HR to modify the Position Status and select a value of Frozen from a list of valid values. The system shall restrict Agency HR from freezing a Filled position.

For both DBM Classification initiated and Agency HR initiated transactions, the following steps will occur.

SPS: System Updated with Position Status: (Step 8): After the Position Status was updated to Frozen, the system shall update the Position Status to Frozen with the Effective Date and Reason entered on the transaction.

AdHoc Report: Positions Frozen By: (Step 9): The system will provide a report to identify the Positions Frozen by DBM Classification and the Positions Frozen by the Agencies.

AdHoc Report: Frozen Positions: (Step 10): The system will provide a report to identify the Frozen Positions by user-specified parameters such as Effective Date and Reason.

Unfreeze a Position

Associated Process Flow: CS0402 – Unfreeze a Position

Previously, this document discussed how a Position Number could be frozen during the course of the year. At some point, there may be a decision to *unfreeze* the Position Number. The proposed future state design allows Agencies to *unfreeze* any Position Number where they initiated the freeze. Likewise, DBM Classification will have the ability to *unfreeze* any Position Number regardless of who placed the freeze.

Unfreeze a Position Events/Steps:

If the Position Unfreeze is initiated by DBM Classification the following steps will occur:

Identify Effective Date of Unfreeze: (Step 1): The system shall allow the DBM Classification group to enter an Effective Date for the Position Unfreeze.

Change Position Status to Approved: (Step 2): The system shall allow the DBM Classification group to modify the Position Status and select a value of Approved from a list of valid values.

SPS: System Updated with Position Status: (Step 3): After the Position Status was updated to Approved, the system shall update the Position Status to Approved with the Effective Date entered on the transaction.

Worklist: Position Unfrozen/Approved: (Step 14): The system shall notify Agency HR when DBM Classification unfreezes (Approves) a Position associated with their particular Agency.

If the Position Unfreeze is initiated by Agency HR the following steps will occur:

Select Position Want to Unfreeze: (Step 4): The system shall allow Agency HR to select a Position Number from a list of valid values that contains all Frozen Positions associated with the Agency.

Did Agency Freeze Position?: (Step 5): The system shall validate if the Agency initiated the *freeze* on the Position.

If the Agency did initiate the freeze, the system will allow them to perform the following actions:

Identify Effective Date of Unfreeze: (Step 6): The system shall allow Agency HR to enter an Effective Date for the Position Unfreeze.

Change Position Status to Approved: (Step 7): The system shall allow Agency HR to modify the Position Status and select a value of Approved from a list of valid values.

SPS: System Updated with Position Status: (Step 3): After the Position Status was updated to *Approved*, the system shall update the Position Status to *Approved* with the Effective Date entered on the transaction.

If the Agency did not initiate the freeze, the system will not allow them to modify the Position, but it will notify the Agency to submit a reclass request to DBM Classification to study for removal of frozen status.

Message: Cannot Unfreeze Position: (Step 8): If the Position Number Agency HR selected to unfreeze was not frozen by the Agency, the system shall issue a warning message letting them know they do not have the rights to unfreeze the Position.

Initiate Request to Unfreeze Position: (Step 9): The system shall request the Effective Date for the *unfreeze* and submit a request to DBM Classification to *unfreeze* a Position.

Worklist: Request to Unfreeze Position: (Step 10): The system shall alert DBM Classification via a worklist item there is a request to unfreeze a Position.

Approve Unfreeze?: (Step 11): DBM Classification will review the request and decide if they approve the unfreeze.

If they approve the unfreeze, DBM Classification will change the Position Status to *Approved* with the Effective Date submitted by the Agency. (Steps 1 and 2) And, the system will be updated to reflect the Position Status change. (Step 3)

If they do not approve the unfreeze, the system shall provide DBM Classification with the ability to deny online the status change. (Step 12). When the denial occurs, Agency HR will receive a worklist item notifying them of the denial. (Step 13)

AdHoc Report: Positions Frozen By: (Step 15): The system will provide a report to identify the Positions Frozen by DBM Classification and the Positions Frozen by the Agencies.

AdHoc Report: Positions: (Step 16): The system will provide a report to identify all Positions and Position Detail by user-specified parameters such as Effective Date, Position Status, Agency, Job Code and Department.

Initiate an Acting Capacity Request

Associated Process Flow: CS0501 – Initiate an Acting Capacity Request

The State uses a process called Acting Capacity Pay to temporarily pay an employee a higher rate of pay during the temporary absence of an employee, the temporary filling of a Position vacancy or the temporary assignment of higher-level duties. Acting Capacity pay should be for no more than a six-month period of time.

Agencies have delegated authority to grant acting capacity pay as long as the acting job code is not in the Executive Pay Plan or the pay is a result of temporary assignment of higher-level duties. For these specific scenarios, the DBM Classification group must approve the request.

The proposed future state design allows for the Agency Manager to initiate the Acting Capacity Pay request and allows for the employee to perform an online approval of the request and completion of an online application with supporting experience.

The proposed design uses workflow to route the transaction to stakeholders. And, since acting capacity pay requests involving Job Codes in the Executive Pay Plan and Temporary Assignment of Higher-Level Duties where the Agency does not have delegated authority have numerous steps and participants the proposed design uses a system generated checklist that automatically updates based on system events but also allows for the manual addition of tasks.

If the acting capacity pay request is approved, the end result will be an update to employee data with the temporary Position, Job Code and salary.

This specific business process relates to the initiation of the Acting Capacity Pay Request and subsequent processes will process the specific types of requests.

Initiate an Acting Capacity Request Events/Steps:

Initiate ACR: (Step 1): The system shall allow the Agency Supervisor/Manager to initiate an Acting Capacity Request (ACR).

The system shall offer at a minimum the following fields:

Field	Access Mode	Other
Agency	Viewable	
Position or Employee ID	Required Entry	See Rules Below
Acting Capacity Request Is	Required Entry	Valid Values: Initial Request, Renewal Request
Type of Acting Capacity Request	Required Entry	Valid Values: Temporary Absence of Employee, Temporary Filling of Vacancy, Temporary Assignment of Higher Level Duties, Acting Job Code in Executive Pay Plan

Field	Access Mode	Other
Employee Name	Viewable	
Date Assumed Duties	Required Entry	
Effective Date	Defaulted	See Rules Below
New Position Number	Required Entry	See Rules Below
New Job Code	Required Entry	See Rules Below
Request End Date	Defaulted	See Rules Below
Salary Increase - %	Defaulted	See Rules Below
New Salary Grade	Defaulted	See Rules Below
Acknowledgement: Does employee have the minimum qualifications?	Required Entry	Valid Values: Yes, No
Acknowledgement: Is there any employee with greater seniority?	Required Entry	Valid Values: Yes, No
Is a Position Description attached?	Required Entry	Valid Values: Yes, No
Attach Position Description		See Rules Below

Special Field/Page Rules:

Field	Rules
Position or Employee ID	The system shall verify the Position is currently Filled.
Effective Date	The system shall default the Effective Date to the Date Assumed Duties + 10 Days (if the
New Position Number	<p>The system shall require the selection of a Position Number from a list of valid values if the Type of Acting Capacity Request = <i>Temporary Absence of Employee</i> or <i>Temporary Filling of Vacancy</i>.</p> <p>The system shall validate that the Position Number has a Headcount Status = Filled if the Type of Acting Capacity Request = <i>Temporary Absence of Employee</i>.</p> <p>The system shall validate that the Position Number has a Headcount Status = Vacant if the Type of Acting Capacity Request = <i>Temporary Filling of Vacancy</i>.</p>
New Job Code	The system shall require the selection of a Job Code from a list of valid values if the Type of Acting Capacity Request = <i>Temporary Assignment of Higher Level Duties</i> .
Request End Date	The system shall default the Request End Date = Effective Date + 6 months
Salary Increase - %	<p>The system shall determine the salary increase %.</p> <p>If the employee is a member of the EPP Salary Plan and the Requested New Job Code is 1 Grade higher than their current Job Code, the salary increase = 7%.</p> <p>If the employee is a member of the EPP Salary Plan and the Requested New Job Code is 2 or more Grades higher than their current Job Code, the salary increase = 14%.</p> <p>If the employee is a member of the Standard Salary Plan and the Requested New Job Code is 1 Grade higher than their current Job Code, the salary increase = 6%.</p> <p>If the employee is a member of the Standard Salary Plan and</p>

Field	Rules
	the Requested New Job Code is 2 or more Grades higher than their current Job Code, the salary increase = 12%.
New Salary Amount	
New Salary Grade	The system shall calculate the employee's new salary by taking their current salary and adding the Salary Increase %. The system shall determine the employee's New Salary Grade by identifying the Salary Grade that grants the employee a salary of <i>at least</i> their current salary + designated salary increase %.
Attach Position Description	The system shall allow the requestor to attach a Word or PDF document to the Acting Capacity Request.

SPS: Initiates/Updates ACR Checklist: (Step 15): At the point the Agency initiates the Acting Capacity Request, the system will initiate a checklist to track all of the steps associated with the ACR for the requests that will route to DBM Classification for review and approval. The system shall automatically update the checklist based on the Acting Capacity Request events. The specific checklist items will depend on the type of Acting Capacity Request and are detailed with the associated narratives.

Notification: Acting Capacity for Review: (Step 2): The system shall alert the employee there is an Acting Capacity Request for them to review.

Review Acting Capacity Proposal Online: (Step 3): The system shall provide the ability for the employee to review the Acting Capacity Proposal online.

The system shall offer at a minimum the following fields:

Field	Access Mode
Agency	Viewable
Position or Employee ID	Viewable
Type of Acting Capacity Request	Viewable
Employee Name	Viewable
Date Assumed Duties	Viewable
Effective Date	Viewable
New Position Number	Viewable
New Job Code	Viewable
Request End Date	Viewable
Salary Increase - %	Viewable
New Salary Grade	Viewable
Acknowledgement: Does employee have the minimum qualifications?	Viewable
Acknowledgement: Is there any employee with greater seniority?	Viewable
Is a Position Description attached?	Viewable
Attach Position Description	Viewable
Request Submitted By	Viewable
Request Submitted Date/Time	Viewable

Acknowledge ACR: (Step 4): The system shall provide the ability for the employee to acknowledge the Acting Capacity Request.

After the employee acknowledges the Acting Capacity Request, the system shall route the request based on the Type selected.

- If the Type = Temporary Absence of Employee or Temporary Filling of Vacancy, the transaction will be processed thru the *CS0502 – Acting Capacity Request - Type A, B or C with Delegated Authority* process. (Steps 7, 8 and 11)
- If the Type = Temporary Assignment of Higher Level Duties and the Agency is Defined to Have Delegated Authority, the transaction will be processed thru the *CS0502 – Acting Capacity Request - Type A, B or C with Delegated Authority* process. (Steps 9 and 12)
- If the Type = Temporary Assignment of Higher Level Duties and the Agency is not Defined to Have Delegated Authority, the transaction will be processed thru the *CS0503/CS0504 – Acting Capacity Request - Type C with No Delegated Authority or No Minimum Qualifications*. (Steps 9 and 13)
- If the Type = Acting Job Code in Executive Pay Plan, the transaction will be processed thru the *CS0505 – Acting Capacity Request - EPP*. (Steps 10 and 14)

Acting Capacity Request – Type A, B or C with Delegated Authority

Associated Process Flow: CS0502 – Acting Capacity Request – Type A, B or C with Delegated Authority

As mentioned earlier, Agencies have authority to grant acting capacity pay for requests involving the Temporary Absence of an Employee and the Temporary Filling of a Vacancy. In addition, Agencies with Delegated Authority may internally process requests involving Temporary Assignment of Higher-Level Duties. In these scenarios, an Agency may internally process and approve Acting Capacity Pay.

This business process assumes that *CS0501 – Initiate an Acting Capacity Pay Request* was executed by the Agency Manager and the employee has accepted the Position.

If during the processing of this request, Agency HR determines that the employees does not meet the minimum qualifications of the temporary Position assignment, then the request will be routed to DBM Classification for approval.

If the acting capacity pay request is approved, the end result will be an update to employee data with the temporary Position, Job Code and salary by Agencies CAS and HR.

ACR – Type A, B or C w/Delegated Authority Events/Steps:

The process begins after selecting “Temporary Absence of Employee” or “Temporary Filling of Vacancy” in the CS0501 – Initiate an Acting Capacity Request process.

Worklist: ACR Request: (Step 2): The system shall alert the Agency HR Coordinator that an Acting Capacity Request has been proposed by a Supervisor/Manager and accepted by the employee.

Review Acting Capacity Proposal Online: (Step 3): The system shall provide the ability for Agency HR to review the Acting Capacity Proposal online including the employees State Application for Employment.

The system shall offer at a minimum the following fields:

Field	Access Mode
Agency	Viewable
Position or Employee ID	Viewable
Type of Acting Capacity Request	Viewable
Employee Name	Viewable
Date Assumed Duties	Viewable
Effective Date	Viewable
New Position Number	Viewable
New Job Code	Viewable
Request End Date	Viewable
Salary Increase - %	Viewable
New Salary Grade	Viewable
Acknowledgement: Does employee have the minimum	Modifiable

Field	Access Mode
qualifications?	
Acknowledgement: Is there any employee with greater seniority?	Viewable
Is a Position Description attached?	Viewable
Attach Position Description	Viewable
State Application for Employment Information	Viewable
Request Submitted By	Viewable
Request Submitted Date/Time	Viewable

The reviewer should not have access to modify any of the data elements except for *Does the Employee Have the Minimum Qualifications?*. Based on the employees State Employment Application, Agency HR may modify the value entered by the Supervisor/Manager. If any other data element requires modification, the reviewer will deny the transaction and send it back to the initiator for modification.

Approve Acting Capacity Request?: (Step 4): Agency HR will decide if they approve the Acting Capacity Request.

- If Agency HR denies the request, the system shall provide them the ability to enter the denial online along with a Reason for Denial. (Step 7). After the denial has been entered, the system shall notify Agency Supervisor/Manager of the denial. (Step 16)

The system shall offer the following valid values for ACR Denial Reasons:

Acting Capacity Request Denial Reason Values
Employee Does Not Meet Minimum Qualifications
Employee Has Declined Acting Capacity

- If Agency HR approves the request but the employee does not meet the minimum qualifications for the job, the request will require DBM Classification review after receiving Agency Appointing Authority approval. For these processing steps, refer to *CS0503 – Acting Capacity Request – Type A, B or C with Delegated Authority or No Minimum Qualifications*.
- If Agency HR approves the request and the employee does meet the minimum qualifications for the job, the request will stay within the Agency and does not require DBM Classification review. The system shall alert the Agency Appointing Authority there is a Acting Capacity Request for review. (Step 8)

Notification: Acting Capacity Request?: (Step 10): After approval from Agency HR, the system shall alert the Agency Appointing Authority there is an ACR that requires their review.

Review Acting Capacity Request Online: (Step 9): The system shall provide the ability for Agency Appointing Authority to review the Acting Capacity Request online including the employees State Application for Employment.

The system shall offer at a minimum the following fields:

Field	Access Mode
Agency	Viewable
Position or Employee ID	Viewable
Type of Acting Capacity Request	Viewable
Employee Name	Viewable
Date Assumed Duties	Viewable
Effective Date	Viewable
New Position Number	Viewable
New Job Code	Viewable
Request End Date	Viewable
Salary Increase - %	Viewable
New Salary Grade	Viewable
Acknowledgement: Does employee have the minimum qualifications?	Viewable
Acknowledgement: Is there any employee with greater seniority?	Viewable
Is a Position Description attached?	Viewable
Attach Position Description	Viewable
State Application for Employment Information	Viewable
Request Submitted By	Viewable
Request Submitted Date/Time	Viewable

The reviewer should not have access to modify any of the data elements. If a data element requires modification, the reviewer will deny the transaction and send it back to the initiator for modification.

Approve Acting Capacity Request?: (Step 10): Agency Appointing Authority will decide if they approve the Acting Capacity Request. The system shall provide the ability for the Agency Appointing Authority to approve the request online.

If the Agency Appointing Authority approves the request:

- The employee data shall be updated by Agency HR and CAS to reflect: (Step 12)
 - Effective Date of ACR
 - Action = Acting Capacity Pay
 - Reason = Initial Submission or Renewal
 - New Job Code
 - New Position Number
 - New Salary Amount/Grade

Another row will be added with a future date of the end of the ACR

- The employee data shall be updated to reflect: (Step 37)
end their Acting Capacity Pay based on either the input Effective Date or with an Effective Date = Acting Capacity Pay Effective Date + 6 Months.
The system shall update the employee data to the Job Code, Position Number and Salary they held previous to the original Acting Capacity Pay Request.

- The system shall alert the Supervisor/Manager that the ACR has been approved. (Step 14)
- The system shall provide the Supervisor/Manager with the ability to print a letter/notification that will inform the employee of the specifics of their temporary position. (Step 15)
- The system shall alert the Agency PR Coordinator that an ACR has been approved. (Step 17)
- The system shall alert the Agency HR Coordinator that an ACR has been approved. (Step 19)

Enter Denial/Reason: (Step 11): The system shall provide the ability for the Agency Appointing Authority to enter the denial online along with a Reason for Denial. (Step 11)

The system shall offer the following valid values for ACR Denial Reasons:

Acting Capacity Request Denial Reason Values
Acting Less Than Required Time
Not Needed
Budget

Acting Capacity Request – Type C with No Delegated Authority or No Minimum Qualifications

Associated Process Flows: CS0503 – Acting Capacity Request – Type C w/No Delegated Authority or No Minimum Qualifications
CS0504 – Acting Capacity Request – Type C w/No Delegated Authority or No Minimum Qualifications (*con't*)

As mentioned earlier, Agencies do not have the authority to grant acting capacity pay for requests involving the Temporary Assignment of Higher-Level Duties when the Agency does not have delegated authority or any scenario where the employee does not meet the minimum qualifications for the acting Position. In these scenarios, DBM Classification must review and approve the request.

This business process assumes that *CS0501 – Initiate an Acting Capacity Pay Request* was executed by the Agency Manager and the employee has accepted the Position.

The proposed design uses workflow to route the transaction to stakeholders. And, since acting capacity pay requests involving the Temporary Assignment of Higher-Level Duties where the Agency does not have delegated authority have numerous steps and participants the proposed design uses a system generated checklist that automatically updates based on system events but also allows for the manual addition of tasks.

If the acting capacity pay request is approved, the end result will be an update to employee data with the temporary Position, Job Code and salary.

ACR – Type C w/No Delegated Authority or No Minimum Qualifications Events/Steps:

The process begins after selecting “Temporary Assignment of Higher Level Duties” where the Agency is not defined for Delegated Authority in the CS0501 – Initiate an Acting Capacity Request process OR during the processing of a Type A or Type B ACR it was determined that the employee did not meet the minimum qualifications of the position.

SPS: Initiates/Updates ACR Checklist: (Step 46): The Acting Capacity Request Checklist started in the *CS0501 – Initiate an Acting Capacity Request* should be updated throughout this process. The system shall automatically update the checklist based on the Acting Capacity Request events.

The system shall provide an ACR checklist that includes:

Checklist Item	Automatic or Manual Update
Initiate Acting Capacity Request	Automatic
Route ACR Request to Agency HR	Automatic
Enter Approval or Denial	Automatic
Route ACR Request to Agency Appointing Authority	Automatic
Enter Approval or Denial	Automatic
Route ACR Request to DBM CAS Support Staff	Automatic

Checklist Item	Automatic or Manual Update
Enter Approval or Denial	Automatic
Route ACR Request to DBM CAS Team Supervisor	Automatic
Assign Request to DBM CAS Analyst	Automatic
Completes Acting Capacity Analysis	Automatic
Attach Study Memorandum to Request	Automatic
Route Completed Analysis to DBM CAS Team Supervisor	Automatic
Enter Approval or Denial	Automatic
Route Request to DBM CAS Director (if necessary)	Automatic
Enter Approval or Denial	Automatic
Update Employee Data	Automatic

At this point in the process, there will be 2 levels of review and approval at the Agency level before the request routes to DBM Classification. The following steps will be executed first by the Agency HR and then by the Agency Appointing Authority, assuming Agency HR approves the request.

Worklist/Notification: Acting Capacity Request: (HR Step 2, AA Step 7): The system shall alert the Agency HR Coordinator/Agency Appointing Authority there is an Acting Capacity Request for them to review and approve/deny.

Review Acting Capacity Request Online: (HR Step 3, AA Step 8): The system shall provide the ability for the Agency HR Coordinator/Agency Appointing Authority to review the Acting Capacity Request online including the employees State Application for Employment.

The system shall offer at a minimum the following fields:

Field	Access Mode
Agency	Viewable
Position or Employee ID	Viewable
Type of Acting Capacity Request	Viewable
Employee Name	Viewable
Date Assumed Duties	Viewable
Effective Date	Viewable
New Position Number	Viewable
New Job Code	Viewable
Request End Date	Viewable
Salary Increase - %	Viewable
New Salary Grade	Viewable
Acknowledgement: Does employee have the minimum qualifications?	Viewable
Acknowledgement: Is there any employee with greater seniority?	Viewable
Is a Position Description attached?	Viewable
Attach Position Description	Viewable
State Application for Employment Information	Viewable
Request Submitted By	Viewable
Request Submitted Date/Time	Viewable

The reviewer should not have access to modify any of the data elements. If a data element requires modification, the reviewer will deny the transaction and send it back to the initiator for modification.

Approve Acting Capacity Request?: (HR Step 4, AA Step 9): Agency HR/Agency Appointing Authority will decide if they approve the Acting Capacity Request.

Enter Denial/Reason Online: (HR Step 6, AA Step 11): The system shall provide the ability for the Agency HR/Agency Appointing Authority to deny the request online and select a denial reason from a list of valid values.

The system shall offer the following valid values for ACR Denial Reasons:

Acting Capacity Request Denial Reason Values
Action Not Appropriate
Duties Not Appropriate

If the Acting Capacity Request is denied, the system will:

- Initiate a worklist item to alert the Agency HR Coordinator that the ACR has been denied. (Step 43)
- Initiate a worklist item to alert the Agency Supervisor/Manager that the ACR has been denied. (Step 40)

Enter Approval Online: (HR Step 5, AA Step 10): The system shall provide the ability for the Agency HR/Agency Appointing Authority to approve the request online.

Once the request has been approved at the Agency level, the request will route to the DBM Classification Support Staff who performs a preliminary review to ensure all appropriate signatures and supporting documentation have been attached to the request.

Worklist: Acting Capacity Request: (Step 12): After the Agency Appointing Authority approves the Acting Capacity Request, the system shall generate a worklist item for DBM Classification Support Staff.

Initial Review of Acting Capacity Request: (Step 13): The system shall provide the ability for the DBM Classification Support Staff to review the Acting Capacity Request online along with the attachments.

Request Complete?: (Step 14): The DBM Classification Support Staff will determine if all required supporting documentation has been attached to the request and if the supporting documentation has the appropriate signatures.

Enter Approval: (Step 15): The system shall provide the ability for the DBM Classification Support Staff to approve online the Acting Capacity Request.

Enter Denial/Reason: (Step 16): The system shall provide the ability for the DBM Classification Support Staff to indicate online the request is denied due to lacking required attachments and signatures.

The system shall offer the following valid values for Acting Capacity Request Reasons:

Acting Capacity Request Denial Reason Values
Lacking Signature(s) on MS-22
Incomplete Documentation

- If the ACR is denied by the DBM Classification Support Staff, the system will initiate a worklist item to alert the Agency HR Coordinator that the Acting Capacity Request has been denied. (Step 43) and alert the Agency Supervisor/Manager that the Acting Capacity Request has been denied. (Step 40)

Once the request has been reviewed by the DBM Classification Support Staff, the request will route to the DBM Classification Team Supervisor who will review the request and assign the study to a DBM Classification Analyst. This study will be conducted outside of the system

Enter Denial/Reason: (Step 21): The system shall provide the ability for the DBM Classification Team Supervisor to indicate online the request is denied and identify a Denial Reason from a list of valid values.

The system shall offer the following valid values for ACR Denial Reasons:

Acting Capacity Request Denial Reason Values
Incomplete Documentation
Cancelled by Agency

If the Acting Capacity Request is denied by the DBM Classification Team Supervisor:

- The system will initiate a worklist item to alert the Agency HR Coordinator, that the ACR has been denied. (Step 43)
- The system will initiate a worklist item to alert the Agency Supervisor/Manager, that the ACR has been denied. (Step 40)
- The system will initiate a worklist item to alert the Agency Appointing Authority, that the ACR has been denied. (Step 44)

If the Employee Meets the Minimum Qualifications, the following shall occur:

- The employee data shall be updated by Agencies CAS and HR to reflect: (Step 36)
 - Effective Date of ACR
 - Action = Acting Capacity Pay
 - Reason = Initial Submission or Renewal
 - New Job Code
 - New Position Number
 - New Salary Amount/Grade

Another row will be added with a future date of the end of the ACR

- The employee data shall be updated to reflect: (Step 37)
end their Acting Capacity Pay based on either the input Effective Date or with an Effective Date = Acting Capacity Pay Effective Date + 6 Months.
The system shall update the employee data to the Job Code, Position Number and Salary they held previous to the original Acting Capacity Pay Request.

- The system shall alert the Supervisor/Manager that the ACR has been approved. (Step 39)
- The system shall provide the Supervisor/Manager with the ability to print a letter/notification that will inform the employee of the specifics of their temporary position. (Step 39)
- The system shall alert the Agency PR Coordinator that an ACR has been approved. (Step 40)
- The system shall alert the Agency HR Coordinator that an ACR has been approved. (Step 41)
- The system shall alert the Agency Appointing Authority that an ACR has been approved. (Step 42)

AdHoc Report: Employee Letter/Notification of Acting Capacity: (Step 42): The system shall provide the Agency with the ability to print a letter/notification that will inform the employee of the specifics of their temporary position.

Acting Capacity Request – Executive Pay Plan (EPP)

Associated Process Flows: CS0505 – Acting Capacity Request – EPP
CS0506 – Acting Capacity Request – EPP (con't)

As mentioned earlier, Agencies do not have the authority to grant acting capacity pay for requests involving the Acting Job Codes in the Executive Pay Plan. In these scenarios, the DBM Classification Salary Administrator must review and approve the request.

This business process assumes that *CS0501 – Initiate an Acting Capacity Pay Request* was executed by the Agency Manager and the employee has accepted the Position.

The proposed design uses workflow to route the transaction to stakeholders. And, since acting capacity pay requests involving Job Codes in the Executive Pay Plan have numerous steps and participants the proposed design uses a system generated checklist that automatically updates based on system events but also allows for the manual addition of tasks.

If the acting capacity pay request is approved, the end result will be an update to employee data with the temporary Position, Job Code and salary.

ACR – Executive Pay Plan (EPP) Events/Steps:

The events/steps associated with processing an Acting Capacity Request where the acting Job Code is associated with Executive Pay Plan are almost identical to the steps described earlier in the Acting Capacity Request – Type C with No Delegated Authority or No Minimum Qualification with the following differences:

- Instead of the transaction routing to the DBM Classification Team Supervisor and DBM Classification Team Analyst, the transaction will route to the DBM Classification Director or DBM Classification Salary Administrator
- The DBM Classification Director does not participate as a reviewer/approver.
- If the acting capacity pay is denied by the OPSB Director or DBM Secretary, the system shall notify the CAS Director and Salary Administrator.

Mass Updates

Associated Process Flows: CS0601 – Mass Salary Update (Increase or Decrease)
CS0602 – Mass Reclassification of Job Code(s)
CS0603 – Mass Update of Job Code(s)

The DBM Classification group requires the ability to work with DoIT/HRIS to perform mass updates in the system, including mass salary updates to either increase or decrease pay, and mass update of specified Job Codes. This will be done at both the employees level and job level

Mass Salary Update (Increase or Decrease)

Associated Process Flow: CS0601 – Mass Salary Update (Increase or Decrease)

The DBM Classification group is responsible for mass salary updates related to cost-of-living increases (COLA's), annual increments or most recently annual salary reductions related to the State budget cycle.

The proposed future state design provides DBM Classification the ability to work with DoIT/HRIS to model the salary increase or decrease in the system, route the model for approval and upon approval apply the update to system tables and employee data.

Mass Salary Update (Increase or Decrease) Events/Steps:

Approve a Mass Salary Update: (Step 1): The Governor and General Assembly approve a mass salary increase or decrease.

Assign Update to Salary Administrator: (Step 2): The DBM Classification Director will assign the mass salary increase or decrease to the DBM Classification Salary Administrator.

Review Update/Perform Preliminary Analysis of the Updates Required: (Step 3): The DBM Classification Salary Administrator will work with DoIT/HRIS to review the assignment and perform a preliminary analysis.

Discuss Identified Updates: (Step 4 and 5): The DBM Classification Director and the DBM Classification Salary Administrator will review and discuss the analysis before DoIT/HRIS begins initiating a system update.

Select to Make a Mass Update in the System: (Step 6): The system shall provide DoIT/HRIS with the option to perform a mass update.

Mass Update: Identify the Type of Update: (Step 7): The system shall provide the ability to identify the type of mass salary update they are initiating from a list of valid values.

The system shall offer the following types of Mass Salary Update Types:

Mass Salary Update Types
COLA
Salary Reduction
Annual Increment
Salary Adjustments
New Salary Schedules
Modification of Salary Schedules
Addition of new class/ job codes

Mass Update: Identify the Effective Date: (Step 8): The system shall provide the ability to identify the Effective Date of the mass salary update.

Mass Update: Identify Who/What to Update: (Step 9): The system shall provide the ability to identify the specific employees affected by the mass salary update.

The system shall provide the ability to:

- Select all Agencies or select one or multiple Agencies to be included or excluded
- Select all Salary Plans or select one or multiple Salary Plans to be included or excluded
- Select all Salary Schedules or select one or multiple Salary Schedules to be included or excluded
- Select all Job Codes or select one or multiple Job Codes to be included or excluded
- Select all Employee Types or select one or multiple Employee Types to be included or excluded
- Select all employees associated with a specific Increment Month and/or Increment Year

Mass Update: Identify % or Amount of Increase/Decrease: (Step 10): The system shall provide the the ability to identify the salary update as a percentage or a flat dollar amount. In addition, the system shall provide the ability to specify a positive %/amount which would indicate an increase or a negative %/amount which would indicate a salary decrease.

SPS: System Determines Update by Employee: (Step 11): The system shall identify all of the employees affected by the mass salary update along with a per employee impact.

Mass Update: Review Proposed System Update: (Step 12): The system shall provide the DBM Classification Salary Administrator with the ability to review the impacted employees online.

Excel Report: All Employees with Cost of Adjustment: (Step 13): The system shall provide ability to extract the affected employees and their individual salary impact into Excel where additional modeling and analysis can be performed.

Ready for Review?: (Step 14): The DBM Classification Salary Administrator will determine if the salary update model is ready for review by the DBM Classification Director.

If the salary update model is not ready for review, the system shall provide the ability to modify Who/What is included in the update. (Step 9)

If the salary update model is ready for review, the system shall provide the ability to indicate the model is ready for review at which time the DBM Classification Director would receive a Worklist item indicating there was a Mass Update for Review. (Step 15)

At this point, the mass update will be reviewed by the DBM Classification Director. While the transaction is in review, the DBM Classification Salary Administrator/DoIT/HRIS will be restricted from modifying any component of the update.

Review Mass Update: (Step 16): The system shall provide the DBM Classification Director with the ability to review the impacted employees online.

Approved?: (Step 17): The DBM Classification Director will decide if he/she approves the mass update as modeled or if further adjustments are required.

Enter Approval: (Step 18): The system shall provide the ability to enter approval online for the mass update.

If the DBM Classification Director approves the mass update as modeled, the system shall alert the DBM OPSB Executive Director there is a mass update that requires review. (Step 21)

Enter Denial/Reason: (Step 19): The system shall provide the ability for the DBM Classification Director to indicate online the request is denied and identify a Denial Reason from a list of valid values.

The system shall offer the following valid values for Mass Salary Update Denial Reasons:

Mass Salary Update Denial Reason Values
Executive Order
Not Included in State Budget

Once the mass update has been approved by the DBM Classification Director, the update will be reviewed by the DBM OPSB Executive Director.

Review Mass Update: (Step 22): The system shall provide the DBM OPSB Executive Director with the ability to review the impacted employees online.

Approved?: (Step 23): The DBM OPSB Executive Director will decide if he/she approves the mass update as modeled or if further adjustments are required.

Enter Approval: (Step 24): The system shall provide the ability to enter approval online for the mass update.

Enter Denial/Reason: (Step 25): The system shall provide the ability for the DBM OPSB Executive Director to indicate online the request is denied and identify a Denial Reason from a list of valid values.

The system shall offer the following valid values for Mass Salary Update Denial Reasons:

Mass Salary Update Denial Reason Values

Executive Order
Not Included in State Budget

Once the mass update has been approved by both the DBM Classification Director and the DBM OPSB Executive Director, the DBM Classification Salary Administrator will complete the transaction in the system.

Mass Update: Confirm Update: (Step 26): The system shall provide the ability for Doit/HRIS to confirm the mass update.

After the Confirm is executed,

- The system shall update the Salary Schedules per the Mass Salary Update Effective Date to reflect the submitted changes. (Step 28)
- The system shall update the selected employees per the Mass Salary Update Effective Date to reflect the submitted changes. The system should update the employee with an Action = Mass Salary Update and a Reason = the value selected for the transaction. (Step 29)
- The system shall identify and pass to CPB the employees with an updated salary along with Effective Date. (Step 30)

Mass Reclassification of Job Code(s)

Associated Process Flow: CS0602 – Mass Reclassification of Job Code(s)

During the course of the year, the DBM Classification group may be required to reclassify many Positions at one time. In order to expedite the process, the proposed future state design provides DBM Classification with the ability to model the mass reclassification, route the model for approval and upon approval apply the update to system tables and employee data.

Mass Reclassification of Job Code(s) Events/Steps:

Assign Mass Reclass to Analyst: (Step 1): The DBM Classification Director will assign the mass job code reclassification to a DBM Salary Administrator, who may assign to Classification Team/Analyst.

Review Update/Perform Preliminary Analysis of the Updates Required: (Step 2): The DBM Classification Analyst will review the assignment and perform a preliminary analysis.

Select to Make a Mass Reclass in the System: (Step 3): The system shall provide the DBM Classification Analyst with the option to perform a mass job code reclassification.

Mass Reclass: Identify the Type of Update: (Step 4): The system shall provide the DBM Classification Analyst with the ability to identify the type of mass salary update they are initiating from a list of valid values.

The system shall offer the following types of Mass Job Code Reclassifications:

Mass Job Code Reclassifications
Multiple New Job Codes
ASR or PPA Reclassifications
Multiple Job Code Changes
Structure Modifications

Mass Reclass: Identify the Effective Date: (Step 5): The system shall provide the DBM Classification Analyst with the ability to identify the Effective Date of the mass salary update.

Mass Reclass: Identify Who/What to Update: (Step 6): The system shall provide the DBM Classification Analyst with the ability to identify the specific employees affected by the mass reclassification.

The system shall allow the DBM Classification Analyst the ability to:

- Select all Agencies or select one or multiple Agencies to be included or excluded
- Select all Salary Plans or select one or multiple Salary Plans to be included or excluded
- Select all Salary Schedules or select one or multiple Salary Schedules to be included or excluded
- Select all Job Codes or select one or multiple Job Codes to be included or excluded
- Select all Employee Types or select one or multiple Employee Types to be included or excluded

Mass Reclass: Identify Old & New Job Code(s): (Step 7): The system shall provide the DBM Classification Analyst with the ability to map one or multiple old Job Codes to new Job Codes.

SPS: System Identifies Employees: (Step 8): The system shall identify all of the employees affected by the mass reclassification along with a per employee salary impact.

Mass Reclass: Review Proposed System Update: (Step 9): The system shall provide the DBM Classification Analyst with the ability to review the impacted employees online.

Excel Report: All Employees with Cost of Adjustment: (Step 10): The system shall provide the DBM Classification Analyst with the ability to extract the affected employees and their individual salary impact into Excel where he can perform additional modeling and analysis.

Ready for Review?: (Step 11): The DBM Classification Analyst will determine if the salary update model is ready for review by another member of the DBM Classification group.

If the reclassification model is not ready for review, the system shall provide the ability for the DBM Classification Analyst to modify Who/What is included in the update. (Step 6)

If the salary update model is ready for review, the system shall provide the ability for the DBM Classification Analyst to indicate the model is ready for review and the system will provide the ability for the Analyst to select a reviewer from a list of valid values that contains all Active members of DBM Classification. (Step 12)

At this point, the mass reclassification will be reviewed by the selected reviewer.. While the transaction is in review, the DBM Classification Analyst will be restricted from modifying any component of the update.

Worklist: Mass Reclass for Review: (Step 13): The system alert the selected reviewer with a worklist item that they have a mass reclass to review.

Review Mass Reclass: (Step 14): The system shall provide the DBM Classification team member with the ability to review the impacted employees online.

Approved?: (Step 15): The DBM Classification team member will decide if the mass reclass is accurate or if further adjustments are required. All mass updates will require the approval of a Supervisor, then the Salary Administrator, then the CAS Director.

Enter Approval: (Step 16): The system shall provide the ability to enter approval online for the mass reclass.

If the DBM CAS Director approves the mass reclassification as modeled, the system shall alert the DBM Classification Director the mass reclassification has been approved. (Step 22)

Enter Denial/Reason: (Step 17): The system shall provide the ability for the DBM Classification Analyst to indicate online the request is denied and identify a Denial Reason from a list of valid values.

The system shall offer the following valid values for Mass Job Code Reclassification Denial Reasons:

Mass Job Code Reclassification Denial Reason Values
ASR or PPA Request Not Supported
Funding Not Available

Once the mass reclassification has been reviewed by a DBM Classification team member, the Analyst will either confirm the update or modify the reclassification and begin the review process again.

Update Approved?: (Step 18): The DBM Classification Analyst will verify if the mass reclassification has been approved. All mass updates will require the approval of a Supervisor, then the Salary Administrator, then the CAS Director.

If the update was not approved as modeled, the system shall provide the ability for the DBM Classification Analyst to modify Who/What is included in the update. (Step 6)

Mass Reclass: Confirm Update: (Step 19): If the update was approved as modeled, the system shall provide the ability for the DBM Classification Analyst to confirm the mass update.

After the Confirm is executed,

- The system shall update the selected employees Job Code and Salary per the Mass Reclassification Effective Date to reflect the submitted changes. The system should update the employee with an Action = Mass Reclass and a Reason = the value selected for the transaction. (Step 20)
- The system shall identify and pass to CPB the employee's with an updated salary along with Effective Date. (Step 21)

Mass Update of Job Code(s)

Associated Process Flow: CS0603 – Mass Update of Job Code(s)

During the course of the year, the DBM Classification group may be required to perform identifiable update to many Job Codes at one time. In order to expedite the process, the proposed future state design provides DBM Classification with the ability to model the mass update, route the model for approval and upon approval apply the update to system tables.

Mass Update of Job Code(s) Events/Steps:

Assign Mass Reclass to Analyst: (Step 1): The DBM Classification Director will assign the mass job code update to a DBM Classification Analyst.

Review Update/Perform Preliminary Analysis of the Updates Required: (Step 2): The DBM Classification Analyst will review the assignment and perform a preliminary analysis.

Select to Make a Mass Update in the System: (Step 3): The system shall provide the DBM Classification Analyst with the option to perform a mass job code update.

Mass Update: Identify the Type of Update: (Step 4): The system shall provide the DBM Classification Analyst with the ability to identify the type of mass update they are initiating from a list of valid values.

The system shall offer the following types of Mass Job Code Updates:

Mass Job Code Update Types
ASR or PPA classes
Addition of Multiple New Job Codes
Multiple Structure Changes

Mass Update: Identify the Effective Date: (Step 5): The system shall provide the DBM Classification Analyst with the ability to identify the Effective Date of the mass job code update.

Mass Update: Identify Who/What to Update: (Step 6): The system shall provide the DBM Classification Analyst with the ability to identify the specific employees affected by the mass update.

The system shall allow the DBM Classification Analyst the ability to:

- Select all Job Codes or select one or multiple Job Codes to be included or excluded

Mass Update: Identify Fields to Update: (Step 7): The system shall provide the DBM Classification Analyst with the ability to select one or multiple Job Code fields to update and identify the new value for each field.

SPS: System Identifies Job Codes: (Step 8): The system shall identify and generate a list of the Job Codes and their proposed attributes

Mass Update: Review Proposed System Updates: (Step 9): The system shall provide the DBM Classification Analyst with the ability to review the Job Codes online.

Excel Report: Job Codes with Attributes: (Step 10): The system shall provide the DBM Classification Analyst with the ability to extract the affected Job Codes and their proposed attributes into Excel where he can perform additional modeling and analysis.

Ready for Review?: (Step 11): The DBM Classification Analyst will determine if the Job Code update model is ready for review by another member of the DBM Classification group.

If the Job Code model is not ready for review, the system shall provide the ability for the DBM Classification Analyst to modify Who/What is included in the update. (Step 6)

If the Job Code model is ready for review, the system shall provide the ability for the DBM Classification Analyst to indicate the model is ready for review and the system will provide the ability for the Analyst to select a reviewer from a list of valid values that contains all Active members of DBM Classification. (Step 12)

At this point, the mass Job Code update will be reviewed by the selected reviewer. While the transaction is in review, the DBM Classification Analyst will be restricted from modifying any component of the update.

Worklist: Mass Update for Review: (Step 13): The system shall alert the selected reviewer with a worklist item that they have a mass Job Code update to review.

Review Mass Update: (Step 14): The system shall provide the DBM Classification team member with the ability to review the impacted Job Codes online.

Approved?: (Step 15): The DBM Classification team member will decide if the mass update is accurate or if further adjustments are required.

Enter Approval: (Step 16): The system shall provide the ability to enter approval online for the mass update.

If the DBM Classification team member approves the mass update as modeled, the system shall alert the DBM Classification Director the mass update has been approved. (Step 21)

Enter Denial/Reason: (Step 17): The system shall provide the ability for the DBM Classification Analyst to indicate online the request is denied and identify a Denial Reason from a list of valid values.

The system shall offer the following valid values for Mass Job Code Update Denial Reasons:

Mass Job Code Update Denial Reason Values
Funding Not Available

Mass Job Code Update Denial Reason Values
Not Included in State Budget

Once the mass update has been reviewed by a DBM Classification team member, the Analyst will either confirm the update or modify the reclassification and begin the review process again.

Update Approved?: (Step 18): The DBM Classification Analyst will verify if the mass update has been approved.

If the update was not approved as modeled, the system shall provide the ability for the DBM Classification Analyst to modify Who/What is included in the update. (Step 6)

Mass Update: Confirm Update: (Step 19): If the update was approved as modeled, the system shall provide the ability for the DBM Classification Analyst to confirm the mass update.

After the Confirm is executed,

- The system shall update the selected Job Codes based on the Effective Date to reflect the submitted changes. (Step 20)

Annual Salary Review & Pay Plan Amendments

Associated Process Flows: CS0701 – Annual Salary Review (ASR)
CS0801 – Pay Plan Amendment (PPA)

Agency requests for the creation of new classifications and salary adjustments to existing classifications are submitted as part of the Agency's proposed fiscal year budget request. The business process associated with this Annual Salary Review (ASR) has numerous participants but will be executed outside of the new system. As such, a high-level process flow documenting the stakeholders has been created, but we will not provide a detailed narrative for the process.

Similarly, Agency requests for the creation of new classes with a fiscal impact and salary adjustments to existing classes outside of the budget process will only be considered in order to address an immediate business necessity that if not addressed will significantly impede the agency from completing its mission, goals and objectives. Like the ASR, the business process associated with these Pay Plan Amendments (PPA) have numerous participants but will be executed outside of the new system. As such, a high-level process flow documenting the stakeholders has been created, but we will not provide a detailed narrative for the process.

Employee Bonus' Related to Classification

Associated Process Flows: CS0901 – Recruitment & Retention Bonus'
 CS0902 – Referral Bonus'
 CS0903 – EPP Merit Increase/Bonus

The State does require the ability to grant employee merit increases or bonus' based on Position attributes. One bonus category includes recruitment, retention and referral bonus' associated with Job Codes where it has been identified as difficult to recruit and retain employees and another bonus category is Executive Pay Plan (EPP) merit increases or bonus'.

As identified earlier, fields have been associated with the Job Code definition to classify a Job Code as *Eligible for Recruitment Bonus?* and/or *Eligible for Retention Bonus?* The Recruiting future state design will capture the name of an internal referral and that data in conjunction with the Position/Job Code will determine if an employee is eligible for a referral bonus.

Recruitment & Retention Bonus'

Associated Process Flow: CS0901 – Recruitment & Retention Bonus'

The distribution of recruitment and/or retention bonus' will be handled by Agency HR and approved by the Agency Appointing Authority. Most of these bonuses are distributed in two parts and tied to an timeframe or an event.

In the proposed future state design, the system will flag employees as potentially eligible for one or both of these bonuses and allow Agency HR to determine if they wish to grant the bonus.

The proposed future state design will capture the date, type and amount of bonuses issued to employees. In addition, the design will capture the bonuses the State chooses not to issue along with a reason for not issuing.

Recruitment & Retention Bonus' Events/Steps:

Employee Begins Working: (Step 1): The process begins when a new hire begins working where the Position Number associated with the employee is designated as eligible for a Recruitment [*Position Number: Eligible for Recruitment Bonus?*] or [*Position Number: Eligible for Retention Bonus?*] Retention Bonus.

Evaluate New Hires for Applicable Bonus: (Step 2): On a weekly basis the system shall evaluate all new hires to determine if any have reached a designated point in time where they might be eligible for a Recruitment or Retention bonus.

The system will identify the following individuals as qualified for a bonus:

Job Code	Eligible for Recruitment?	Eligible for Retention?	Initial Bonus	Subsequent Bonus
Special Education Teachers	No	Yes	Annual Review	Annual Review
Certified School Psychologists	Yes	Yes	Annual Review	Annual Review
Disability Determination Service Psychologists	Yes		6 Months	1 st Annual Review
Disability Determination Service Psychologists		Yes		Annual Review
Institutional Educators	Yes	No	90 Days	6 Months
Social Workers	Yes		90 Days	6 Months
Correctional Officers	Yes		6 Months	1 st Annual Review
Correctional Officers		Yes		Annual Review
Registered Nurses		Yes		Annual Review
Registered Nurses & Licensed Practical Nurses	Yes		90 Days	1 st Annual Review
DJS Direct Care Workers	Yes		6 Months	1 st Annual Review
Natural Resources Police Officers	Yes		6 Months	

Worklist: Employee Qualifies for Bonus: (Step 4): The system shall alert the Agency HR Coordinator when an employee is flagged as qualifying for a bonus.

Review Situation: (Step 5): The Agency HR Coordinator will review the identified employee to determine if they should receive a bonus.

Want to Give Bonus?: (Step 6): The Agency HR Coordinator will decide if they employee should receive a bonus.

Enter Bonus Type and Amount: (Step 7): If the Agency HR Coordinator decides the employee should receive a bonus, the system shall provide the ability to enter a bonus date, a bonus type and a bonus amount. All of the fields should be required and the system should provide a list of valid values for the bonus type field that includes: Recruitment, Retention and Referral.

Enter Reason for No Bonus: (Step 8): If the Agency HR Coordinator decides the employee should not receive a bonus, the system shall provide the ability to enter a no bonus decision date, a bonus type and a reason for not granting a bonus. The system should provide a list of valid values for the bonus type field that includes: Recruitment, Retention and Referral. The system should provide a list of valid values for the Reason field that includes: Performance Not as Expected, Budget Restriction, Funding Not Available, Employee Did Not Meet Bonus Criteria.

At this point in the process, the Agency Appointing Authority will be asked to review the bonus decision made by Agency HR. This review will include both the granting of a bonus and the not granting of a bonus.

Notification: Review Bonus: (Step 9): The system shall alert the Agency Appointing Authority they need to review an employee bonus decision.

Review Proposed Bonus or Lack of Bonus: (Step 10): The system shall provide the ability for the Agency Appointing Authority to review the bonus decision made by Agency HR.

Approve HR Proposal?: (Step 11): The Agency Appointing Authority will decide if they approve the bonus decision made by Agency HR.

Enter Approval: (Step 12): The system will provide the ability for the Agency Appointing Authority to approve online the bonus decision.

If the approval was for the decision not to grant a bonus, the system shall update the employee bonus data with the decision date, the bonus type and the reason for not receiving a bonus. (Step 15)

If the approval was for the decision to grant a bonus, the system shall update the employee bonus data with the bonus date, the bonus type and the bonus amount. (Step 16) The Agency PR Coordinator will be notified of the bonus amount. (Step 21) And, the bonus amount will be passed to CPB for inclusion on the employee paycheck. (Steps 17, 18 and 19)

Enter Denial/Reason: (Step 13): The system will provide the ability for the Agency Appointing Authority to deny the bonus decision and identify a Denial Reason from a list of valid values.

The system shall offer the following valid values for Bonus Decision Denial Reasons:

Bonus Decision Denial Reason Values
Budget Restriction
Performance Not as Expected
Funding Not Available
Did Not Meet Bonus Criteria

After the Agency Appointing Authority approves or denies the bonus decision made by Agency HR, the system shall provide a worklist item for Agency HR to notify them of the approval/denial. If the bonus is denied, the system shall provide Agency HR with the ability to modify the bonus and re-submit it for approval.

Worklist: Bonus as Proposed Denied: (Step 14): The system shall alert Agency HR that the bonus as proposed has been denied by the Agency Appointing Authority.

Worklist: Bonus as Proposed Approved: (Step 20): The system shall alert Agency HR that the bonus as proposed has been approved by the Agency Appointing Authority.

Referral Bonus

Associated Process Flow: CS0902 – Referral Bonus

The distribution of referral bonuses will be handled by the Agency HR Director. The Recruiting future state design will capture the name of an internal referral and that data in conjunction with the Position/Job Code attributes [*Eligible for Recruitment Bonus?* and/or *Eligible for Retention Bonus?*] the newly hired employee occupies will determine if an employee is eligible for a referral bonus.

In the proposed future state design, the system will flag employees as potentially eligible for a referral bonus and allow Agency HR to determine if they wish to grant the bonus.

The proposed future state design will capture the date, type and amount of bonus' issued to employees. In addition, the design will capture the bonus' the State chooses not to issue along with a reason for not issuing.

Referral Bonus Events/Steps:

Employee with an Internal Referral Begins Working: (Step 1): The process begins when a new hire, whom was referred by another State worker, begins working.

Has Employee Worked for Designated Time?: (Step 2): On a weekly basis the system shall evaluate all new hires to determine if any have reached a milestone point in time where a referral bonus could be granted.

Is Employee in a Job Code Eligible for a Recruitment Bonus?: (Step 3): The system shall evaluate if the referring employee is eligible for a referral bonus. In order to be eligible for a referral bonus, the new employee must be in a Job Code that is designated as *Eligible for a Recruitment Bonus*.

Notification: Potential Referral Bonus: (Step 4): The system shall alert the Agency HR Director for the newly hired employee that an employee should be evaluated for a referral bonus.

Review Situation: (Step 5): The Agency HR Director will review the identified employee to determine if they should receive a bonus.

Want to Give Bonus?: (Step 6): The Agency HR Director will decide if they referring employee should receive a bonus.

Enter Reason for No Bonus: (Step 7): If the Agency HR Director decides the employee should not receive a bonus, the system shall provide the ability to enter a no bonus decision date, a bonus type and a reason for not granting a bonus. The system should provide a list of valid values for the bonus type field that includes: Recruitment, Retention and Referral. The system should provide a list of valid values for the Reason field that includes: Performance Not as Expected, Budget Restriction, Funding Not Available, Employee Did Not Meet Bonus Criteria.

If there was a decision not to grant a bonus, the system shall update the employee bonus data with the decision date, the bonus type and the reason for not receiving a bonus. (Step 8)

Enter Bonus Type and Amount: (Step 9): If the Agency HR Director decides the employee should receive a bonus, the system shall provide the ability to enter a bonus date, a bonus type and a bonus amount. All of the fields should be required and the system should provide a list of valid values for the bonus type field that includes: Recruitment, Retention and Referral.

If there was a decision to grant a bonus, the system shall update the employee bonus data with the bonus date, the bonus type and the bonus amount. (Step 10) The Agency PR Coordinator will be notified of the bonus amount. (Step 12) And, the bonus amount will be passed to CPB for inclusion on the employee paycheck. (Step 13)

AdHoc Report: Bonus Letter for Employee: (Step 11): The system shall provide a letter or notification that Agency HR can generate to inform the employee of the bonus.

AdHoc Report: Bonus's By Date Range: (Step 14): The system shall provide a report that identifies all bonus's by a user-specified date range.

AdHoc Report: Bonus's By Type: (Step 15): The system shall provide a report that identifies all bonus's by a user-specified Bonus Type.

AdHoc Report: Bonus's Not Granted: (Step 16): The system shall provide a report that identifies all bonuses' that were not granted. The report should allow the user to pull data by user-specified parameters that include: Date Range, Bonus Type and Agency.

EPP Merit Increase/Bonus

The State has an Executive Pay Plan (EPP) bonus program that begins with the Governor's approval of funds for merits or bonuses for employees in the Executive Services. This bonus program affects a minimal number of employees (200 or less each year), so the design does not involve initiation of the transaction request online along with workflow routing and approvals.

EPP Merit Increase/Bonus Events/Steps:

Governor Approves Funds for EPP Merit/Bonus: The process begins when the Governor approves funds for an EPP Merit Increase or One-Time Bonus.

AdHoc Report: Agency EPP Employees: The total Agency pool available for distribution is 3% of the EPP salaries for everyone in the Agency except for the highest EPP position in the Agency.

This report should run to Excel and identify all employees and their current salary with a Service Category = E (Executive Services). Agency HR will manually delete the highest level EPP employee from the file and calculate 3% of the total salary amount.

The Excel file report should have columns for:

- Agency
- Employee Name
- Position Number
- Job Code
- Job Code Title
- Salary Grade
- Current Salary Amount
- One-Time Bonus Amount
- Amt Increase to Base Pay

Determines Employees and Awards: Agency HR will share the Agency pool data with the Agency Head, who will make the determination of employees, award types and award amounts. The Agency Head can enter the *One-Time Bonus Amount* or *Amount Increase to Base Pay* directly into the Excel file and return the file to Agency HR who will formulate the written request (Step 4) for DBM Classification. The Excel file should be sent to DBM Classification along with the written request.

Receive Request for EPP Bonus/Increase: DBM Classification will receive the EPP Merit/Bonus request from the Agency.

Review Request/Approve Request?: DBM Classification, either the Director or the Salary Administrator, will review the request and make a determination if they approve the request.

When they receive the request from the Agency, DBM Classification will notify the DBM OPSB Executive Director of the request.

After review, DBM Classification will notify both the Agency and the DBM OPSB Executive Director of their decision.

At this point, if the merit increase or one-time bonus has been approved, DBM Classification will process the system transactions to grant the employee(s) their award.

Merit Increase? /Update Position to Reflect Merit Increase: DBM Classification will update the employee(s) Position Number to reflect the salary increase. The system shall provide the ability to categorize the *Reason* for the update as *EPP Merit*.

When the Position Number update occurs, the system shall perform the following:

- The SPS system Position Number will be updated.
- The Employee Job Data will be updated to reflect the new salary with an Action = Merit and Reason = EPP.
- The employee salary updates will be sent to CPB.

Enter One-Time Bonus Amount: The system shall provide the ability for DBM Classification to enter a one-time bonus amount for the employee.

The system shall provide the ability to identify the bonus amount as an EPP One-Time Bonus and provide the ability for Agency and DBM OPSB to report on the bonus' granted.

AdHoc Report: EPP Bonus \$: The system shall provide the ability to identify the EPP One-Time Bonus' granted by Agency and by Date Range.

AdHoc Report: EPP Merit \$: The system shall provide the ability to identify the EPP Merit Increases granted by Agency and by Date Range.

AdHoc Report: Funding \$: The system shall provide the ability to identify the EPP employees by Agency.

E. Process Modifications

There are numerous differences in the “future” state business processes outlined in this document in comparison with the current state environment. The differences include:

- ❖ Placing the ability to enter and modify Positions, including freezing and unfreezing, directly in the hands of DBM Classification, whereas today they must submit a request to DBM OPSB to complete the action.
- ❖ Placing the ability to enter and modify Job Codes directly in the hands of DBM Classification, whereas today they must submit a request to DBM OPSB to complete the action.
- ❖ Placing more key business attributes on the Job Code and Position definition.
- ❖ The use of workflow to route the transactions thru the required levels of review and approval.
- ❖ Placing the ability for DBM Classification to partner with DoIT/HRIS to process mass updates
- ❖ Providing Agencies with reports that identify the current state of Job Codes, Downgrade Vacancy Lists, Non-Competitive Promotion Lists and Positions, which may eliminate the need to utilize the Personnel Officer’s website for the sharing of this information.

F. Reference Pertinent Documents

The reference documents used in the preparation of this document include:

Pertinent Documentation	Link
Acting Capacity Requests	https://mdnet.dbm.md.gov/sites/po/class/Documents/ActingCapacityPayRequests.doc
Annual Salary Review and Pay Plan Amendment	https://mdnet.dbm.md.gov/sites/po/class/Documents/AnnualSalaryReviewPayPlanAmend.doc
Class Grievances	https://mdnet.dbm.md.gov/sites/po/class/Documents/ClassSalaryGriev.pdf
Frequently Asked Questions	https://mdnet.dbm.md.gov/sites/po/class/Documents/FAQs.doc
New Position Class Allocation Process	https://mdnet.dbm.md.gov/sites/po/class/Documents/NewPosClassAllocationProc.doc
Non-Competitive Promotion Class List	https://mdnet.dbm.md.gov/sites/po/class/Documents/NonCompPromoClass.doc
Special Appointment and Political Special Appointment	https://mdnet.dbm.md.gov/sites/po/class/Documents/SpecialAppointPoliticalSpecAppoint.doc
Class Specifications and Class Descriptions	https://mdnet.dbm.md.gov/sites/po/class/Documents/SpecsandDescriptions.doc
Reclassification Process	https://mdnet.dbm.md.gov/sites/po/class/Documents/ReclassProcess.doc
Benchmark Position Reclassification Authorization	https://mdnet.dbm.md.gov/sites/po/class/Documents/BenchmarkReclassProcessDocRequirements.doc
Vacancy Downgrade Within Same Series	https://mdnet.dbm.md.gov/sites/po/class/Documents/VacancyDowngradeWithinSameSeries.doc
Title Rate File	https://mdnet.dbm.md.gov/sites/po/class/Documents/TitleRateFile.pdf
Title Rate and State Classification Salary Plan Description	https://mdnet.dbm.md.gov/sites/po/class/Documents/TitleRateFileStateClassSalPlanDescrip.doc

G. Legal Considerations

The following are links to State regulations, guidelines and requirements.

Referenced Item	Link
State personnel and Pensions Article COMAR Title 17	http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=17.04.11.*

IV. Interfaces

None

A. In-Bound

List In-Bound Interfaces used/required by this process.

Interface Name	Description/Purpose	Source System/Vendor	Frequency	Transmission Method
None.				

B. Out-Bound

List Out-Bound Interfaces used/required by this process.

Interface Name	Description/Purpose	Receiving System/Vendor	Frequency	Transmission Method
None.				

V. Forms

The following forms will be used or generated by the process.

Form Name	Agency/ Dept	Input/ Output	Automated/ Manual	Purpose	Fields/Content
None					

VI. Reports

The following reports will be inputs/outputs to the process.

A. Reports Used as Input to the Process

For example, if someone runs a report which they then use to determine what actions may need to be taken, list those reports.

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
None					

B. Reports to be produced

For example, note reports generated for management or for the administration of the system, department review, etc. (e.g., reconciliation reports)

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
Salary Plans	DBM CAS Agency HR	AdHoc	Show the defined salary plans in the system.		
Salary Schedules	DBM CAS Agency HR	AdHoc	Show the defined salary schedules in the system.		
Salary Plans and Job Codes	DBM CAS Agency HR	AdHoc	Show the Job Codes linked to a specified salary plan in the system.		
Job Codes by EFFDT	DBM CAS Agency HR	AdHoc	Show the Job Codes defined in the system based on a user-specified EFFDT		
Job Codes by Service Category	DBM CAS Agency HR	AdHoc	Show the Job Codes defined in the system based on a user-specified Service Category		
Job Codes by Salary Plan	DBM CAS Agency HR	AdHoc	Show the Job Codes defined in the system based on a user-specified Salary Plan		
Job Codes by Work Area	DBM CAS Agency HR	AdHoc	Show the Job Codes defined in the system based on a user-specified Work Area		
Job Codes by Salary Grade	DBM CAS Agency HR	AdHoc	Show the Job Codes defined in the system based on a user-specified Salary Grade		
Job Codes by Agency	DBM CAS Agency HR	AdHoc	Show the Job Codes defined in the system based on a user-specified Agency		
Job Code Description	DBM CAS Agency HR	AdHoc	Show the Job Code Description for a user-specified Job Code		
Job Code Description by Bargaining Unit	DBM CAS Agency HR	AdHoc	Show Job Code Description(s) for a user-specified Bargaining Unit		
Series	DBM CAS Agency HR	AdHoc	Show the Series defined in the system		
Series by Type	DBM CAS Agency HR	AdHoc	Show the Series defined in the system for a user-specified Type		
Positions by	DBM CAS	AdHoc	Show the Positions defined		

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
EFFDT	Agency HR		in the system for a user-specified EFFDT		
Positions by Position Status	DBM CAS Agency HR	AdHoc	Show the Positions defined in the system for a user-specified Position Status		
Positions by Job Code	DBM CAS Agency HR	AdHoc	Show the Positions defined in the system for a user-specified Job Code		
Positions by Headcount	DBM CAS Agency HR	AdHoc	Show the Positions defined in the system for a user-specified Headcount		
Frozen Positions	DBM CAS Agency HR	AdHoc	Show the Positions defined in the system as frozen based on who initiated the freeze (Agency vs. DBM)		
Non-Competitive Promotion Letter for Employee	Agency HR	AdHoc	Print a letter or notification for the employee that details their new job attributes.		
Benchmark Letter for Employee	Agency HR	AdHoc	Print a letter or notification for the employee that details their new job attributes.		
Reclassification Letter for Employee	Agency HR	AdHoc	Print a letter or notification for the employee that details their new job attributes.		
Bonus Letter for Employee	Agency HR	AdHoc	Print a letter or notification for the employee that details their bonus		
Acting Capacity Pay Letter for Employee	Agency HR	AdHoc	Print a letter or notification for the employee that details their temporary job attributes.		
Authorized Benchmarks	DBM CAS Agency HR	AdHoc	Show the Benchmarks approved by DBM for Agencies to execute		
Metrics on Benchmark Study Requests	DBM CAS Agency HR	AdHoc	Show metrics associated with Benchmark Study requests, such as # of requests, # approved, # denied, # by Agency, # by Analyst, # of days to complete.		
Metrics on Reclassification Study Requests	DBM CAS Agency HR	AdHoc	Show metrics associated with Reclassification Study requests, such as # of requests, # approved, # denied, # by Agency, # by Analyst, # of days to complete.		
Employees by Job Code	DBM CAS Agency HR	AdHoc	Show employee detail for a user-specified Job Code.		
Bonus' by Date Range	DBM CAS Agency HR	AdHoc	Show bonus' given based on a user-specified date range.		
Bonus' by Bonus Type	DBM CAS Agency HR	AdHoc	Show bonus' given based on a user-specified bonus type.		

Report Name	Requestor	Frequency	Purpose	Contents	Routing/Users
Bonus' Not Granted	DBM CAS Agency HR	AdHoc	Show employees eligible for a bonus but the bonus was not granted.		
EPP Bonus \$	DBM CAS Agency HR	AdHoc	Show the EPP One-Time Bonus' granted by Agency and by Date Range.		
EPP Merit \$	DBM CAS Agency HR	AdHoc	Show the EPP Merit Increases granted by Agency and by Date Range.		
EPP Funding \$	DBM CAS Agency HR	AdHoc	Show the EPP employees by Agency.		

VII. Databases/Spreadsheets

List any databases, spreadsheets, etc used to support or aid this process. Sample databases/spreadsheets are included in Appendix E.

DB/Spreadsheet Name	Agency/ Dept	Input/ Output	Purpose
None			

VIII. Data Conversion Considerations

A. Data that will be converted

The following data is required to be converted into the new software.

Current Source	Type of Data	Source Years
None		

B. Data that will not be converted

The following data will not be converted into the new software.

Current Source	Type of Data	Source Years
None		

APPENDIX C – Record Layouts

Job Code (Classification)		
Field Name	Inherited by Position?	Valid Values
Effective Date		
Job Code (Classification)		
Job Code (Classification) Title	✓	
Status		Active Inactive
Salary Plan	✓	
Salary Schedule	✓	
Salary Grade	✓	
High Risk Class?	✓	Y/N
Drug Sensitive Designation?	✓	Y/N
Eligible for Recruitment Bonus?	✓	Y/N
Eligible for Retention Bonus?	✓	Y/N
Part of Non-Competitive Promotion Series?	✓	Y/N
Part of Vacancy Downgrade Series?	✓	Y/N
NCP or Downgrade Series	✓	Need to validate against the custom Series table
Bargaining Unit	✓	A: Labor & Trades B: Administrative, Technical & Clerical C: Regulatory, Inspection & License D: Health & Human Services Non-Professionals E: Health Care Professionals F: Social & Human Service Professionals G: Engineering, Scientific & Admin Professionals H: Public Safety & Security H1: I.A.F.F I: Sworn Police Officer S: Excluded – Supervisor M: Excluded – Manager T: Excluded – Agency head U: Excluded – Board or Commission Member W: Excluded – Student X: Excluded – By Executive Order Z: Excluded – Confidential O: Unassigned BU based on Individual Position
Pension Plan	✓	Teacher's Local Fire & Police Judges

Job Code (Classification)		
		Employees Correctional Officer's State Police Law Enforcement Officer's Legislative
Service Category	✓	Skilled Services Professional Services Management Services Executive Services Independent Authority
Work Area	✓	01 – Social & Welfare Work, Psychology, Human Relations 02 – Personnel Management, Employee Relations & Labor Relations Group 03 – Administrative, General Clerical & Office Support Group 04 – Biological Sciences Group 05 – Accounting & Budget Group 06 – Health & Patient Care Group 07 – Engineering & Architecture Group 08 – Legal & Kindred Group 09 – Information & Arts Group 10 – Business, Supply & Industries Group 11 - Commercial Development Group 12 – Physical Science Group 13 – Library, Archives & Societal Studies Group 14 – Mathematics, Statistics & Econometrics Group 15 – Equipment & Facilities Operation & Maintenance Group 16 – Education Group 17 – Investigation & Inspection Group 18 – Transportation Group 19 – Protective Services Group 20 – Miscellaneous Group
Eligible for Shift Differential?	✓	
FLSA Status	✓	Non-Exempt = Eligible for OT Exempt = Ineligible for OT
Job Family	✓	<u>EEO Designations:</u> A: Officials and Administrators B: Professionals C: Technicians D: Protective Service Worker E: Paraprofessionals F: Office and Clerical G: Skilled Craft Workers H: Service/Maintenance
Criminal Background Check Required?	✓	This would satisfy the "Ban the Box" Bill & identify for Agencies other Classes that require a background investigation
Job Description (Specification)		

Position Numbers		
Field Name	Inherited from Classification?	Valid Values
Position Number		
Effective Date		
Status		Active Inactive
Position Status		Approved Proposed Frozen
Headcount Status		Filled Vacant
Headcount Plan		Need to talk w/Agency Budget to determine usage
Allocated Headcount		
Actual Headcount		
Classification (Job) Code		
Classification (Job) Title	✓	
Position Title		To assign a working title if different than the Job Code Title
Budgeted Position		Y/N
Reason for Position Change		Valid Values: New, Correction
Key Position		Y/N
Regular/Temporary		Y/N
Agency Code		Need to determine which budget code to use; current Agency Appropriation Code or HOB0 Code
Location		
Dept		
Reports To		
Funding Source		Need to be able to capture up to 5 Funding Sources
Funding %		Need to be able to capture up to 5 Funding %'s
FT/PT		
Special Appointment?		Y/N
Political Special Appointment?		Y/N
Salary Plan	✓	
Salary Schedule	✓	
Salary Grade	✓	
Standard Hours		
Eligible for Compressed Workweek?	✓	Y/N
Eligible for Telework?	✓	Y/N
Essential Personnel?		Y/N
Job Sharing?		
High Risk Class?	✓	Y/N
Drug Sensitive Designation?	✓	Y/N
Eligible for Recruitment Bonus?	✓	Y/N
Eligible for Retention Bonus?	✓	Y/N
Qualifies for Non-Competitive Promotion?	✓	Y/N
Qualifies for Vacancy Downgrade?	✓	Y/N
NCP or Downgrade Series	✓	Need to validate against the custom Series table
Bargaining Unit	✓	A: Labor & Trades B: Administrative, Technical & Clerical C: Regulatory, Inspection & License D: Health & Human Services Non-Professionals E: Health Care Professionals F: Social & Human Service Professionals G: Engineering, Scientific & Admin Professionals H: Public Safety & Security H1: I.A.F.F I: Sworn Police Officer S: Excluded – Supervisor M: Excluded – Manager T: Excluded – Agency head U: Excluded – Board or Commission Member

		W: Excluded – Student X: Excluded – By Executive Order Z: Excluded – Confidential O: Unassigned BU based on Individual Position
Bargaining Status?		Y/N
Benchmark Class?		Y/N
Benchmark Position Description		
Pension Plan	✓	Teacher's Local Fire & Police Judges Employees Correctional Officer's State Police Law Enforcement Officer's Legislative
Service Category	✓	Skilled Services Professional Services Management Services Executive Services Independent Authority
Work Area	✓	01 – Social & Welfare Work, Psychology, Human Relations 02 – Personnel Management, Employee Relations & Labor Relations Group 03 – Administrative, General Clerical & Office Support Group 04 – Biological Sciences Group 05 – Accounting & Budget Group 06 – Health & Patient Care Group 07 – Engineering & Architecture Group 08 – Legal & Kindred Group 09 – Information & Arts Group 10 – Business, Supply & Industries Group 11 - Commercial Development Group 12 – Physical Science Group 13 – Library, Archives & Societal Studies Group 14 – Mathematics, Statistics & Econometrics Group 15 – Equipment & Facilities Operation & Maintenance Group 16 – Education Group 17 – Investigation & Inspection Group 18 – Transportation Group 19 – Protective Services Group 20 – Miscellaneous Group
FLSA Status	✓	Non-Exempt = Eligible for OT Exempt = Ineligible for OT
Job Family	✓	<u>EEO Designations:</u> A: Officials and Administrators B: Professionals C: Technicians D: Protective Service Worker E: Paraprofessionals F: Office and Clerical G: Skilled Craft Workers H: Service/Maintenance
Eligible for Shift Differential?	✓	
Criminal Background Check Required?	✓	This would satisfy the "Ban the Box" Bill & identify for Agencies other Classes that require a background investigation