

<b>Policy Title:</b>	Funding Reclassification Requests Prior to Review by the Office of Human Resources				
<b>Policy Number:</b>	DHS-110-002	<b>Version:</b>	1.0	<b>Effective Date:</b>	Upon Approval

Signature on file in the office of the Chief Administrative Officer

Approved By: Jim Neely, Chief Administrative Officer      Date Approved: June 9, 2010

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## Overview

**Description:** Funding Reclassification Requests Prior to Review by the Office of Human Resources

**Purpose/Rationale:** To establish and clarify the process for funding position reclassification requests prior to submission for review to the Office of Human Resources.

**Applicability:** All Department of Human Services classified, unclassified, management service and executive service positions.

**Failure to Comply:** Results in the removal of requested reclassification/position from the DAS; BAM – SABRS “Permanent Financing Plan” until permanent financing is identified and approved.

## Policy

DHS has adopted the Department of Administrative Services (DAS), Operations Division, Office of Business Administration, Reclassification Request Process policy [107-02-030](#).

## Procedure(s) that apply:

[DHS-110-002-01](#) Funding Reclassification Requests Prior to Review by the Office of Human Resources

## Form(s) that apply:

- DHS 2118 – DHS Classification Review Request Form [WORD](#)
- DHS 0105 – DHS Position Description [WORD](#)
- DHS 0105H – OHA Position Description [WORD](#)
- DAS; Budget and Management, SABRS Operations Form “Permanent Financing Plan”

## Definition(s):

- Operations Division State Policy 107-020-030
- HRSD Permanent Rule 105-010-000; 105-020-0001; 105-020-0015
- HRSD State Policy 10.000.01 Definitions; 20.000.01; 20.000.05; 20.005.01; 20.005.05; 20.005.10; 20.005.15; 20.005.20; 30.000.01; 30.005.01
- See Common Terms for DHS Human Resource policies ([link](#))
- See Common Terms for department-wide support services policies ([link](#))
- Reclassification – A classification change based on a significant change of position duties, authority and responsibilities, but with continuation of the same general knowledge and skills.
- Permanent Financing – Generated through reduction in approved position authority, i.e., offsetting the cost of new position establishment, increase in FTE/months and upward reclassification with an equal amount of savings from position abolishment, decrease in FTE/months or downward reclassification.
- Permanent Financing Plan – A plan that identifies the long-term cost to implement a position change or establishment. The calculation is done using a top-step to top-step comparison of the full budgeted biennial value of FTE and salary dollars for the requested position change.
- Division Point Person – The Division Point Person (DPP), designated by the Division's Assistant Director, has the authority to make decisions about division reclassification requests, authorize financing proposals, coordinate cross-divisional reclassification issues, provide information and make recommendations to the Division Control Person, provide training to division staff, and interface with the Office of Human Resources, the BPA Position Management Unit and the BPA Budget Administrator on position management issues.
- Division Control Person - The Division Control Person (DCP), designated by the Division's Assistant Director, has the authority to make decisions about division reclassification requests, authorize financing proposals, and coordinate cross-divisional reclassification issues.

## Reference(s):

- ORS 240.015; 240.145; 240.190; 240.205(1)-(5); 240.215; 240.217; 240.235; 240.240; 240.245; 240.250; 240.311; 240.321(4); 240.395; 240.430; 240.551; 243.650 to 243.782; 279.340(1); 291.371; 292.951; 292.956; 292.971; 653.268; 653.269;
- OAR 105-010-0000; 105-020-0001; 105-020-0015; 166-300-0040; 839-020-0015; 839-020-0130; 839-020-0200 through 839-020-0350;
- Fair Labor Standards Act (FLSA), and FLSA Act Amendments of 1985;
- 29 CFR, 201-219, 500-899;
- Bureau of Labor and Industries Handbook on Oregon Wage and Hour Laws;
- Department of Administrative Services:
  - Human Resource Services Division (HRSD) Policy 30.000.01; 30.005.01
  - Operations Division State Policy 107-02-030
- Collective Bargaining Contracts between the Department of Administrative Services and: Service Employees International Union (SEIU); and, the American Federation of State, County and Municipal Employees (AFSCME) – on behalf of the Department of Human Services

## Contact(s):

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## Policy History:

- **Version 1.0:**
  - 06/09/2010 (Initial Release)