



CRITICAL RECLASSIFICATION PROCEDURES

The Budget Act provides for changing the classification of a position during the fiscal year only if the requested change is certified as critical by the appointing authority and if the change is approved by the Human Resource Management Director, Office of Management and Budget Director and the Controller General. These three officials constitute the "Critical Reclassification Committee".

The Critical Reclassification Committee has developed criteria for determining whether or not a request to change the classification of a position is in fact "critical". The appointing authority must also certify that the necessary funding is available within the current budget. Detailed information explaining how the position reclassification will be funded must be included.

In addition, in order to be considered "critical", the requested change must have resulted from one of the following:

- A significant and unforeseen program change due to federal or state legislation, and executive order or some other unusual circumstance which brings about a necessary reassignment or new duties/responsibilities.
- A change in organizational structure/functions which, if approved, will result in significantly improved services/operations and/or substantial cost savings. Specific documentation of such expected results must be provided at the time of the request in order for it to be considered.
- A vacancy which, if filled in its current classification, will not allow the agency to carry out its objectives in an efficient and effective manner.

If any of the above information is not included, the critical reclassification request will be returned to the agency and may be resubmitted once the necessary information is documented in detail.

In order for a request to be considered, a critical reclass request form must be submitted justifying the critical nature of the request on the basis of one of the criteria stated above and justifying how the reclass will be funded. Attached to this critical request form must be a duty statement for the position in question and a current/proposed organizational chart. The request should be submitted electronically with a courtesy copy to the appointing authority as an authorized electronic signature approval.

In accordance with the Budget Act, reclassifications of filled positions which are approved by the Critical Committee will be effective July 1, or January 1. Vacant positions which are approved for reclassification will be effective the date on which the Committee grants approval.

Upon receipt in the Human Resource Management Office, requests will be reviewed by the classification analyst assigned to that agency to insure that all necessary documentation (critical reclass request form, duty statement and organizational chart) has been provided. In the event documentation is missing or incomplete, the agency will be notified. Once all documentation is presented, the analyst will review all supporting documentation to determine if a change in classification is justified. The classification analyst will also be working closely with the assigned fiscal and policy analyst to ensure that the necessary funding as explained in the critical cover memo is available.

Agencies will receive written notification from Human Resource Management/Office of Management and Budget of the final decision on requests for reclassification.