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## ***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 Director of the Office of Management & Budget and the Controller General. These 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". In order to be considered a critical reclassification, 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 could not have been anticipated during the regular budgetary cycle and which, if approved, will result in measurable increases in productivity, significantly improved services 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.

In order for a request to be considered under the critical reclassification procedures, a critical reclassification request form from the appointing authority must be submitted justifying the critical nature of the request on the basis of one of the criteria stated above. Attached to this critical request form must be a fully signed Job Analysis Questionnaire (JAQ) for the position in question and a current organizational chart. The appointing authority must also certify that the necessary funding is available within the current budget.

These documents must be submitted to Human Resource Management in a timely manner according to the deadline dates for receiving critical reclassifications which are provided on an annual basis to agency Human Resources managers and representatives. Filled requests submitted after a due date will be effective the following January or July.

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 Human Resource Management, requests will be reviewed by the classification analyst assigned to that agency to ensure that all necessary documentation (critical reclassification request form, JAQ 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 the JAQ, organizational charts and any other supporting documentation, to determine if a change in classification is justified.

Written notification of the Critical Committee's decision on requests for reclassification will be sent to the agency within five working days after a decision is reached.