

Agency Instructions

Classification Action Request, FA2.02 (Revised 10/2012)¹

General Information:

IMPORTANT: The Classification Action Request form (CAR) revised 10/2012 supersedes all other versions of the form. The form is available on the Class/Comp website as a fillable PDF file. This form can also be printed and completed manually. This form is not to be altered or recreated in any other format, prior to submission to Class/Comp (C/C).

The CAR contains information needed by C/C to determine the nature of the agency's request and to input the required position coding into HRIS. Before C/C can act on an agency classification request, the *Agency Use* portion must be completed. When completing the form, if you do not know the HRIS codes, use the drop down menus in the HRIS screens and/or contact your agency Human Resources Office for help. All requests to establish or review a position require a current signed and dated Position Description (PDQ) and appropriate current and proposed organization charts. Failure to provide complete information will delay your request. ADOA Satellite Human Resource Managers' staff will not forward incomplete requests.

The CAR is divided into three areas:

1. Title Area: DO NOT WRITE OR STAMP in the top area above the bold black line prior to sending the form to C/C for processing.
2. Agency Use: Sections "A" through "G" must be completed and the form signed prior to submittal to C/C. Agencies may use the "Agency Use Only" section at their own discretion. This section should be used for date stamps or any other agency coding.
3. Class/Comp Use: This side of the form is strictly for C/C use only. Agencies must **NOT** write, stamp or fill in any portion of this side prior to submitting the form to C/C/.

After C/C has taken action on the agency's request and the final result has been entered into HRIS, the agency HR Office will be e-mailed a copy of the completed form. The information in the C/C Use section will reflect the action taken for the position. The entire CAR packet will be scanned to the C/C Data Maintenance System (DMS) for future use by the agency.

Completing the CAR

Agency Use Portion:

- A. Classification Action Request. Check which type of action the agency is requesting. Note the sections that must be completed. Include the name, e-mail address and phone number of a knowledgeable contact person.
- *Establish New Position.* An CAR form must be completed for each new position requested. A PDQ and current and proposed organization charts must be included with each request. Sections "C" through "G" must be completed. (Note: Section "B" will not be completed as the position does not yet exist. The agency does not provide a new position number as the HRIS system will generate a number for the new position.)
 - *Review.* Agency requests that C/C examine an existing position for various reasons, including, but not limited to:

¹ These instructions are also posted on the state's human resource web site:
http://www.hr.az.gov/ClassComp/CC_FYI.asp

- possible reallocation
 - review of an updated position description (PDQ) with no request for reallocation consideration (commonly referred to as a PDQ update).
 - uncovering a covered position pursuant to one of the provisions in ARS §41-742. In Section B of the PDQ, the agency should elaborate as to how the position meets the cited criteria.
 - possible change in overtime designation (FLSA).
 - an employee request for review of their position that the agency is not in agreement with and/or unable to make a recommendation or request a reallocation for (commonly referred to as an employee-initiated review).
- **Note:** Use C/C Express web based form to reallocate a bona fide underfill position, activate and inactivate positions, make geographic location, process level, department and user level changes. The CAR cannot be used for these actions.

B. Current Position. If the position currently exists, complete this section with the current 12-digit position number, current official title as it appears on the alpha listing and current official job code.

C. Agency Recommendations. Complete this section for the position as the agency would like it to become or remain. Existing job code, salary schedule and grade information can be found at: <http://www.hr.state.az.us/Classcomp/index.htm>

- *Title.* The official title, not a working title. Exact titles, including any abbreviations used, can be found in the C/C alpha listing.
- *Job Code.* State Personnel System agency job codes begin with ACV for covered service codes and AUN for uncovered codes. Provide the agency recommended code for the position. The requested job code must coincide with the requested job title. If the request involves creating a new job code, write TBD for “to be determined.”
- *Salary Schedule and Grade.* Provide the salary schedule and grade that coincide with the requested job code/title. If the request is for a new job code, provide the agency’s recommended schedule and grade.
- *Security Level/Location.* If the agency an agency specific code is not provided in this area, C/C will input level 9, the lowest security clearance level available.
- *Mand Trng Code.* This code indicates position’s mandated supervisory or managerial training.
 - N/A = Not Applicable
 - S = Supervisory
 - M = Managerial
 - E = ExecutiveM should be reserved for positions that have programmatic responsibility and E should be reserved for the agency’s executives, e.g., Director, Deputy Director, and Assistant Directors.

- *At Will Status.* Provide the appropriate code to indicate the position's covered/uncovered status.
 - AG = uncovered Attorney General
 - C = covered
 - DR = uncovered Direct Report to the Head of an organizational unit
 - GV = uncovered Governor's Office
 - HD = uncovered Head of an organizational unit
 - NV = uncovered Investment positions
 - UN = uncovered.

In Section B of the PDQ, include the justification for requesting status, specifically how the position meets the criteria of the particular status.

- *Direct SPV Code and SPV Link.* These are 10 digit agency-specific codes that start with the two-letter agency identification. The *Direct SPV Code* must be provided for every position. The *Direct SPV Code* identifies the supervisor that the position reports to. A *SPV Link* is only required if the subject position has supervisory responsibility. If the request involves a new supervisory position, the agency should create the supervisor link prior to forwarding the action request to C/C.
- *Effective Date of Change.* This date affects other actions involving the position as well as the work information of the incumbent. This box need only be completed if the agency is requesting consideration for a particular effective date for the action. Normally the effective date C/C inputs into HRIS will be beginning of the pay period of the analyst's signature date. However, the agency may wish C/C to consider an earlier date due to extenuating circumstances. For example, an agency may need the effective date to be the first day of a pay period for tracking or funding purposes.
- *Process Level, Department and User Level/CK Locator.* Use your appropriate agency specific codes. In HRIS, *Process Level* identifies the agency and division, if applicable; *Department* identifies the agency's internal structure; and *User Level/CK Locator* identifies where the position is assigned within the agency structure. These codes can be found using ZP02, Agency Position Maintenance form.
- *Location Code.* This code will identify the position's geographic location.

D. Reason for Action Requested. Briefly explain why the agency is making the request. For example, "Volume of licensing requests requires additional staff." (Note: the agency can and should elaborate further in Section B of the PDQ.)

E. Expense Account/Activity. These codes are agency-specific codes and indicate the labor distribution for the position. C/C must enter one expense code to activate a position number. If multiple labor distribution codes are required, the agency can add these codes later.

F. Law Enforcement Status. This code identifies the position's law enforcement/peace officer status.

CO = Correctional Officer

FA = Full Authority Peace Officer
LA = Limited Authority Peace Officer
LC = Limited Correctional Officer
Not L.E. = Non Law Enforcement
SP = Specialty Peace Officer

G. Agencies must check the appropriate boxes regarding recommendation and funding of action. An authorized agency representative must sign and date the request. The signer's title must also be included.

Completing the Agency Use Only Portion:

Agencies determine their use of this area. Within the confines of available space, C/C included data labels requested by agencies. Since this area is for agency internal use, agencies can decide how to use any space in this area. C/C included data labels most requested by agencies. Any agency using this space can use their own coding system based on information important to that agency.

IMPORTANT: If your agency date stamps forms prior to the agency human resource office forwarding the form to C/C, please use this area for your date stamp. **DO NOT** date stamp on the C/C side of the form.

Understanding the Class/Comp Use Portion:

General: The C/C portion shows the approved action on the agency's position request. This portion is completed by C/C. If the approved action will not be what was requested by the agency, the assigned analyst will discuss the matter with the agency contact and/or agency human resource office prior to finalizing the action. If the agency has any further questions upon receipt of the agency's copy of the CAR, the agency should contact the analyst.

Details:

Action Approved by ADOA Classification.

- *Reason Code.* An HRIS code indicating type of action.
- *Return No Action Reason.* If the packet is returned to the agency without a C/C action being taken, the appropriate box will be checked. The C/C analyst will discuss the issues causing the action to be returned with the agency prior to returning the request.
- *The Position No.* This is the number the agency will use for the approved action. For position establishments, this will be the number generated by the HRIS system.

Approved Actions. These sections will indicate the final approved title, job code, salary schedule and grade for the position as of the approved effective date. *New Job Code Required* is checked when C/C must create a new job code in conjunction with this position action.

- Exempt from Overtime and FLSA Pay Plan.
Important: This coding is specific to the question, "Is this position exempted from overtime compensation?"

- “Yes” means that the position is exempted from overtime pay and from compensatory time.
- “No” means the position means that the position is FLSA non-exempt and eligible for overtime pay or compensatory leave at the rate of 1½ times the employee’s regular rate
- C/C uses three HRIS codes for the position’s FLSA Pay Plan: EXC for exempt uncovered positions, EXP for exempt covered positions and NEXP for non-exempt covered and uncovered positions. Agencies use the more specific HRIS codes that match employee’s work schedules to their non-exempt or exempt status.
- *At will Status.* These will be completed appropriately to reflect the uncovered/covered status of the position
- *Mandatory Training.* The training code that indicates the position’s mandated supervisory or managerial training.
- *Physical Req Stamp.* Agencies hiring for positions requiring a post-offer physical will continue to work with the Occupational Health Services (OHS) staff. C/C will determine which state positions require a post-offer physical. OHS will determine which type of physical is needed and assists agencies with the process. More information regarding the process is available at the OHS web site:
<http://www.azrisk.state.az.us/OccHealth/index.html>
- Analyst Contact Detail. This area is for C/C internal tracking purposes. Notated information allows C/C to track analyst and staff time and actions as well as system issues.
- *Analyst Signature. And Date Complete.* The assigned analyst will sign here and provide the completion date. Normally, the completion date will be the effective date for the action. If there is an exception, the date will be listed just above the analyst’s signature in the space, *Effective Date if not Complete Date.*
- Comments. The analyst will provide comments pertinent to this action. For example, if there is a separate report on the position analysis, the analyst will write, “See attached advisory report.”