

## Office of Personnel Management

### Policy

<b>Policy Title:</b> Position Classification	<b>Policy Number:</b> 10.05
<b>Citation:</b> Arkansas Code Annotated §§ 21-5-201 through 207	<b>Forms:</b> None

### Purpose

Arkansas law requires all state positions of agencies, boards, commissions, and institutions of higher education to be governed by a Uniform Classification and Compensation plan. The Uniform Classification and Compensation system has two designated pay plans: the Career Service Pay Plan and the Professional and Executive Pay Plan. All positions will be covered by these plans except those positions specifically exempted by a line-item entry in the agency or institution appropriation act, including salaries for agency director or institution head. The following agencies are not under the governance of the Uniform Classification and Compensation Plan:

1. Constitutional Officers and their employees;
2. The General Assembly and its employees, including employees of the Bureau of Legislative Research and the Division of Legislative Audit;
3. Members and employees of the Supreme Court, the Court of Appeals, circuit courts, prosecuting attorneys, and the Administrative Office of the Courts ;
4. Employees of the Arkansas State Highway and Transportation Department; and
5. Federal military technicians, military training support personnel, federally funded personnel of the Arkansas National Guard, and other military personnel who are paid directly by the federal government.

Each position title in the classification system will be described by a class specification which includes a summary of the overall job functions, a listing of typical job functions, a list of knowledge, skills and abilities, and minimum qualifications. The class specification will also contain information on licensures or certifications required to hold the position.

The payment of wages to employees in positions covered in the Uniform Classification and Compensation Act shall be made in accordance with the said Act. At the close of each legislative session, the General Assembly will approve the classification titles with assigned grades for the Uniform Classification and Compensation plan. The Uniform Classification and Compensation Act is administered by the Office of Personnel Management (OPM).

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### Definitions

The following definitions shall apply to the terms whenever and wherever used in this policy pertaining to classification and pay:

Agency Director: The executive head of all agencies, authorities, departments, boards, commissions, bureaus, councils, or other agencies of the state.

Base Pay Level: The maximum entry level for classifications assigned to the career service pay plan. NOTE: entry to base pay plans no longer exist.

Base Range: The range of pay between the entry pay level and the base pay level of the appropriate grade for classifications assigned to the career service pay plan.

Career Pay Level: The salary level established on the career service pay plan reserved for employees who have at least fifteen (15) years of cumulative state service and a satisfactory or above performance evaluation for the preceding rating period.

Career Service Pay Plan: A plan that consists of grades C101 to C130. These grades have entry, base, mid-point, maximum and career pay levels.

Class or Classification: A group of positions sufficiently similar as to duties performed, scope of discretion and responsibility, minimum requirements of training and experience or skill, and other characteristics that the same title, the same test of fitness, and the same scale of compensation have been or may be applied.

Class Specification: A written document which identifies a group of positions that have the same type of work and responsibility and states the general components by providing a class title, class code, distinguishing features and examples of work, knowledge, skills, and abilities, and the necessary minimum education and experience requirements to perform the assigned duties.

Crossgrade: A temporary reclassification of a position during the fiscal year. OPM may authorize a temporary change in the classification of a position from the classification authorized in an agency or institution appropriation act between legislative sessions to assure correct classification.

Demotion: The change in duty assignment of an employee from a position in one classification to a position in another classification of a lower pay grade.

Employee: A person employed in a legislatively authorized position either on a full or part-time basis by a state agency or institution of higher education.

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Definitions (continued)

Entry Pay Level: The minimum entrance pay rate for classifications assigned to the career service compensation plan.

Extra Help Employee: A person employed in an extra help position. Extra help employees of state agencies may not exceed 1,000 hours worked in a fiscal year unless otherwise specified in an agency's appropriation act. Extra help employees of institutions of higher education may not exceed 1,500 hours worked in a fiscal year.

Grade: An authorized pay range established in the Uniform Classification and Compensation Act.

Institution Head: The executive head of an institution of higher education.

Institution of Higher Education or Institution: A public institution of higher education supported, in whole or in part, by appropriation of state funds.

Job Description: A written document which identifies the duties and responsibilities of a specific position. A job description is not a class specification, but rather describes the tasks involved in a single position.

Job Sharing: A form of employment in which the work hours of two (2) people are arranged in such a way as to cover a single, regular, full-time position. Job sharing for any position must be approved by OPM.

Maximum Pay Level: The highest authorized level of pay in a pay grade for normal compensation administration purposes.

Midpoint: The rate of pay midway between the base pay level and the maximum pay level established for each grade.

Occupational Group: A collection of jobs in a similar functional area.

Office of Personnel Management (OPM): The Office of Personnel Management of the Division of Management Services of the Department of Finance and Administration acting under the authority granted in this policy and subject to the direction of the Director of the Department of Finance and Administration

Position: Legislatively authorized in an agency or institution of higher education, occupied or vacant, requiring the services of one (1) full-time equivalent employee.

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Definitions (continued)

Professional and Executive Pay Plan: A plan that consists of grades N901 to N922. These grades have base, mid-point, and maximum pay levels.

Promotion: The change in duty assignment of an employee from a position in one classification to a position in another classification of a higher salary grade.

Reclassification of a Position: A change in the assignment of a position from one classification title to another.

Reclassification of an Employee: When an employee is assigned to a title that more accurately reflects his/her job functions and responsibilities.

Reduction in Force: A procedure that eliminates positions due to agency/institution organizational structure change, budgetary reductions, loss of functional responsibility by the agency/institution, loss of federal funding, grants, or other special funds.

Regular Position: A full-time, budgeted position occupied by an employee that is scheduled to work a minimum of forty (40) hours per week.

Special Entry Rates: Rates of pay approved above the entry level of a pay grade due to exceptionally well qualified applicants or labor market conditions.

State Agency: All agencies, institutions, authorities, departments, boards, commissions, bureaus, councils, or other agencies of the state supported by appropriation of state or federal funds, except those noted on page 1 of this policy.

Specific Provisions

All state agencies and institutions are held to the Uniform Classification and Compensation Plan unless other provisions in special language found in their appropriation act specifically allows for salary increases, grade assignments, class title assignments, salary increase eligibility, and other provisions different from the Uniform Classification and Compensation Plan.

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Duties of the General Assembly in Position Establishment

The General Assembly establishes in law each biennium the classification titles to be used in the Uniform Classification and Compensation Plan and the maximum salary for all unclassified positions. Between the legislative sessions, the Legislative Council shall review the establishment and implementation of any new classification titles proposed due to program changes. The Joint Budget Committee will review the staffing levels of all agencies and institutions and submit to the General Assembly for revisions, modifications, or additions to the Statewide Uniform Classification and Compensation plan. This monitoring may include salary surveys of the private and public sector for comparable jobs to establish equitable and competitive rates for employees.

Duties of the Office of Personnel Management in Position Establishment

The Office of Personnel Management is responsible for administering and maintaining the statewide classification and compensation laws as prescribed by law. These responsibilities include:

- Developing written class specifications based on the duties and responsibilities assigned to the positions and the requirements necessary to satisfactorily perform the duties;
- Assuring all positions assigned to agencies and institutions adhere to the laws governing the statewide classification and compensation system;
- Offering assistance to all other state agencies, departments, boards, commission or institutions that are not covered by the statewide classification and compensation system which may want to voluntarily establish its positions into classifications in a like manner as the statewide system;
- When determined necessary, authorizing the reclassification of positions having substantial changes in the duties and responsibilities assigned to the position;
- Reviewing and monitoring the effectiveness of the statewide classification and compensation plan and submitting recommendations for revisions, modifications, or additions to the Governor and the Joint Budget Committee of the Legislative Council in advance of the general and fiscal sessions of the General Assembly.

Revised August 16, 2013