

Office of Personnel Management

Policy

Policy Title: Position Classification Change	Policy Number: 10.06
Citation: Arkansas Code Annotated § 21-5-203; § 21-5-207	Forms: Position Classification Questionnaire http://www.dfa.arkansas.gov/offices/ personnelManagement/Pages/forms.aspx

Purpose

A position in a state agency or institution may be changed from one classification title to another classification through the crossgrade/downgrade process or by requesting an Office of Personnel Management (OPM) pool position where the position would be traded for a higher graded position or title of either a higher or lower salary grade if substantial or permanent changes in the duties and responsibilities of the position have changed.

Specific Provisions

Interim classification changes approved by OPM are to be implemented through the crossgrading of existing authorized positions within an agency or institution or through the acquisition of pool positions.

Positions having a line item maximum salary may not be reclassified from line item status and are exempted from the reclassification process.

Positions assigned a classification title and salary grade may not be reclassified to a classification title having a maximum annual line item salary payment schedule.

Positions which have been reclassified may revert to the original authorized classification with the approval of OPM for positions within the same pay plan. Positions may only be crossgraded within their pay plan, career service pay plan to career service pay plan and executive professional pay plan to executive professional pay plan.

Position classification changes must be approved by OPM. When a position is reclassified, the incumbent will not receive a change in pay as a general rule. The only occasion when the rate of pay will change is when the rate of pay falls below the entry rate for the new classification.

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If the new rate of an incumbent's pay exceeds the career level of the new classification and the incumbent is eligible for that pay level by having the requisite fifteen (15) years of state service, the salary is capped at the career pay level of the new grade. If the new rate of an incumbent's pay exceeds the maximum level and the incumbent is not eligible for adjustment beyond the maximum level as described above, the salary is capped at the maximum level of the new grade.

Procedure

The agency or institution must submit a request in writing to their OPM analyst to reclassify a position. Included with this request should be a Position Classification Questionnaire and an organizational chart.

June 6, 2012