# **OFFICE OF PERSONNEL MANAGEMENT**

# **CLASSIFICATION AND COMPENSATION**

# **INSTITUTIONS OF HIGHER EDUCATION**

# **INSTRUCTIONS**

**2015-2017 BIENNIUM**

**ANALYSIS OF PERSONAL SERVICES REQUESTS**

**CLASSIFIED POSITIONS**

**GENERAL INSTRUCTIONS**

Institutions of Higher Education must submit their personal services requests for non-classified positions to the Arkansas Department of Higher Education (ADHE) and requests for classified positions to the Office of Personnel Management (OPM). **Do not send requests for classified positions to ADHE.**

The following instructions relate to requests for classified positions only. On the following pages are the instructions and forms for preparing your Analysis of Personal Services requests for the 2015-2017 biennium. **Your requests must be submitted to OPM no later than June 27, 2014**. The requests are to be submitted onbudget Forms A, B, C, C-1, and D. Please return one completed copy via e-mail to OPM by **June 27, 2014.**

Form A contains the item numbers, class codes, titles, number of positions, and grades for your currently authorized classified positions in descending grade order and alphabetically within grades. **Your authorized positions have been updated to include crossgrade/downgrade and pool position approvals not included in your 2014-2015 appropriation act.** The spreadsheet has been designed to establish a standard format for all institutions and to allow OPM recommendations to be made directly to the file you submit. This information and the format of Form A and all other forms should not be changed. Do not change the format of the spreadsheet, as your information must be combined with ADHE’s non-classified recommendations. If you have problems accessing the data, contact your OPM Personnel Analyst.

Form A column headings and explanation of columns are as follows:

COLUMN TITLE EXPLANATION

 A TC Transaction Code

 B -- --

 C -- --

 D Item Number Sequential Numbering

 E \_ \_

 F Class Code Classification Code

 G \_ \_

###  H Title Classification Title

 I # Number of Positions Authorized 2012-13

 J Authorized

 2014-15 Authorized Grade

 Grade

 K # Number of Positions Paid 2013-14

 L Paid

 2013-14 Authorized Grade

 Grade

 M # Number of Positions Budgeted 2014-15

 N Budgeted

 2014-15 Authorized Grade

 Grade

 O # Number of Positions Requested 2015-17

 P Requested

 2015-17 Requested Grade

 Grade

 Q # Number of Positions Recommended 2015-17

 R Recommended

 2015-17 Recommended Grade

 Grade

Form A column widths must not be changed and are as follows:

 SPACES IN

 COLUMN COLUMN

 A 4

 B 1

 C 1

 D 8

 E 1

 F 8

 G 1

#  H 42

 I 6

 J 11

 K 6

 L 11

 M 6

#  N 11

O 6

P 11

##### Q 6

##### R 11

**1. CLASSIFICATION CHANGE REQUEST:**

Requests for changes in the authorization of positions as shown in the currently

authorized columns (E through J) on Form A will be made in appropriate columns to the right, or in lines inserted into the file as set out in these instructions. Pool positions that have been reviewed by the Legislative Council are listed in Form A in addition to regularly authorized positions. Pool positions are designated by the letters “CP” in the transaction code column. In addition to the information you provide on Form A, supporting documentation for requested changes must be submitted as described below. Classification change requests should only be made where a clear organizational inequity has been determined. A completed PCQ and a narrative justification should be submitted in support of each request. The justification should include the following information: the reason for the requested change and the impact of the change, if approved, on current employees. Requests not containing the required information will not be considered.

 In general, the total number of currently authorized positions should not be increased. Therefore, for new positions requested or additional positions for existing titles requested, a corresponding number of positions should be deleted.

**Complete Form B to document current positions which are being traded for the new/additional positions.** However, if new/additional positions are needed and you are unable to trade other positions, the request and its accompanying justification will be considered. A completed PCQ and a narrative justification should be submitted in support of each request. The justification should include the following information: the reason for the requested position and the impact of the position, if approved, on current employees and organizational structure. Requests not containing the required information will not be considered.

In completing Form A, if you are not requesting any changes for a title, insert the following information:

 Column A: Leave blank.

 Column C: Leave blank.

 Column K: Enter the number of positions paid in 2013-14.

 Column L: Enter the grade as shown in Column J.

 Column M: Enter the number of positions budgeted in 2014-15.

 Column N: Enter the grade as shown in Column J.

 Column O: Enter the number of positions requested for the 2015-17

biennium.

 Column P: Enter the grade as shown in Column J.

If changes are requested, insert the proper transaction code\*, as listed below, in Column A of the line to be changed and follow the procedures described below.

**NOTE:** Please be sure to include the grades, totals, and grand totals for the Paid, Budgeted, and Requested columns when completing Form A.

**2. ADDITIONAL POSITION REQUEST:**

If additional positions of a currently authorized classification are being requested, enter transaction code “A” in Column A. Complete Columns K through N. In Column O, enter the number of positions requested and in Column P, enter the currently authorized pay grade. Complete Forms B, C and C-1. Form B should contain these additional positions on the same line that shows the positions, if any, you have deleted as “trades”. A completed PCQ and a narrative justification should be submitted in support of each request. The justification should include the following information: the reason for the requested position and the impact of the position, if approved, on current employees and organizational structure. Requests not containing the required information will not be considered.

In the event that your request for the additional positions is denied, OPM will be able to restore the “deleted” positions to their proper locations.

**3. POSITION DELETION REQUEST:**

If currently authorized positions are to be deleted for the 2015-2017 biennium, enter transaction code “D” in Column A. Complete Column K through N. In Column O, enter the reduced number of positions requested and in Column P, enter the currently authorized pay grade. If all positions in a line are to be deleted, leave Columns O and P blank. If these positions are being deleted in favor of new/additional position requests, enter them on Form B on the proper line.

**\*TRANSACTION CODES**

 A – Additional position requests for a currently authorized title.

 D – Request for deletion of one or more positions.

 G – Request to change the pay grade of a classification to a higher

 or lower pay grade

 N – New position request for a title not currently authorized.

**4. GRADE CHANGE REQUEST:**

If a request is made to change the grade level assigned to a specific classification title, enter “G” in Column A. Complete Columns K through N. Enter the number of positions requested in Column O, and the requested grade in Column P. Complete Form D. Grade changes affect all positions of the same classification and involve no change in title.

All requests for grade changes should include the following: the reason for the requested change (market conditions, inability to recruit/retain, etc.) and the impact of the change, if approved, on current employees. Requests not containing the required information will not be considered. If the request is approved, the resulting legislatively enacted grade change will affect the employees in all agencies/institutions who are assigned to that classification.

 **5. NEW POSITION REQUEST:**

If new positions are requested for a class title not currently authorized to your institution, insert a new line in the proper alphabetical sequence of the appropriate pay grade and enter “N” in Column A. In Column E, enter a line item number value equal to the number of the line above plus 0.01. Enter the requested class code in Column G and the requested title in Column H. Leave Columns I through N blank. Enter the number of positions requested in Column O and the currently authorized grade of the classification in Column P. If the requested title is not currently in the Uniform Classification and Compensation Act, enter an “N” in Column A, the appropriate item number in Column E, the class code NXXX in Column G, the title in Column H, the number of positions requested in Column O and your pay grade request in Column P. Complete Forms B, C and C-1. On Form B you should list these new positions on the same line which show the positions you have deleted as “trades”. In the event that your request for the new positions is denied, OPM will be able to restore the “deleted” positions to their proper locations. A completed PCQ and a narrative justification should be submitted in support of each request. The justification should include the following information: the reason for the requested position and the impact of the position, if approved, on current employees and organizational structure. Requests not containing the required information will not be considered.

**Following the instructions above, complete and submit one copy via e-mail to the Office of Personnel Management no later than June 27, 2014.**

**NOTE:** One PCQ may be submitted for a group of positions if you are requesting multiple positions of the same classification.

**Position Classification Questionnaires copied from classification specifications are unacceptable and will be not be considered.**

**ATTACHMENTS:**

Form A: Current Classified Positions

Form B: Additional Position and Position Deletion Requests

Form C: Position Classification Questionnaire

Form C-1: Narrative justification for New/Additional Positions (Must be attached to Form C)

Form D: Narrative justification for Grade Change Requests

If you need assistance or have questions regarding the preparation of your Analysis of Personal Services requests, please contact your OPM Personnel Analyst.