

## BUDGET POLICY AND REPORTING MANUAL

<i>date</i> 7/27/93	<i>subject</i> <b>Streamlined Classification Process</b>	<i>item</i> D-300
<i>supersedes</i>		<i>page</i> 1

### 1. Purpose and Scope

This Item authorizes the use of procedures developed by the Division of the Budget (DOB) and the Division of Classification and Compensation (C&C) to improve and expedite the processing of selected types of classification actions.

Except as described below or authorized by other agency-specific agreements, such actions shall be processed using standard forms and instructions, and in accordance with the guidelines provided elsewhere in this Manual, the requirements of other Budget policies and Civil Service's *State Personnel Management Manual*, and current statutory provisions. Those sources should be consulted for a full understanding of the general roles, responsibilities and guidelines relevant to various classification actions.

### 2. Statement of Policy

To minimize the costs of administrative overhead, it is essential that the State's classification and other processes be conducted as efficiently as possible. The procedures outlined below are designed to support that goal. In addition, agency personnel are encouraged to point out inefficiencies and suggest further improvements to their DOB and C&C counterparts, on a continuing basis.

### 3. Streamlined Procedures: Selected Transactions

- a. *Extensions of graded temporary positions.* Once each quarter, Civil Service produces a computer-generated list (Form CC-X10) of all graded temporary positions about to expire. The CC-X10 is used by the operating agency, DOB and C&C in place of the standard CC-1A form, to request and approve extension of those positions that must be continued. Positions not requested for renewal, or requested and disapproved, expire as previously scheduled. Instructions and deadlines for reviewing and completing the forms are provided in the *State Personnel Management Manual* and in the transmittal of each list.

The listed positions should be carefully reviewed, and should not be requested or approved unless renewal as a temporary position is both necessary and appropriate. Actions other than an extension — e.g., reclassification or conversion to permanent status — may be preferable, but must be requested through other processes.

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- b. *Certain reclassifications: parentheses.* Position reclassifications involving only the addition or deletion of a parenthesis to/from the title of an existing position, including reclassifications to 55(b) and 55(c) status, shall take effect upon approval by C&C. This category of actions is hereby given a blanket approval by the Division of the Budget. The *Personnel Management Manual* provides specific instructions for citing this prior approval by DOB on the classification form.
- c. *Certain increased minimum hiring rates: advanced qualifications.* Section 131 (1-a) of the Civil Service Law authorizes the Director of C&C to establish increased hiring rates for a job title in a geographical location based on specified qualifications that exceed the requirements for appointment to a given position. Such rates are subject to approval by the Director of the Budget. Agencies are required to provide Budget with a complete fiscal analysis of the proposed rate increase based on the numbers of incumbents and anticipated new hires eligible to receive such increased hiring rate.

Once increased hiring rates proposed under section 131 (1-a) have been approved by DOB for a specific job title, set of qualifications and geographic area, no further DOB approval will be required for individuals to receive the approved rate. C&C's determinations that individuals are eligible for the increased rate are hereby given a blanket approval by the Division of the Budget. In processing the approval of an individual's eligibility on form CC-4D, C&C will cite this prior approval in place of a DOB signature.

This Policy applies only to the specific category of determinations described above, and does not affect the existing requirements for DOB approval of salaries and pay differentials on other grounds.

The Division of the Budget will receive notification of all transactions processed under paragraphs (b.) and (c.) above.

#### 4. **Waivers**

These procedures and policies may be modified or suspended at the discretion of the Director of the Budget.