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| Title: | Return of Improperly Documented Classification Requests | |
| Purpose: | To establish policy for return of incomplete or inadequately prepared position descriptions and related documentation accompanying classification requests. | |
| Issued by: | Classification and Pay | Date: February 15, 2005 |
| References: | CS Circular 8-85 (2-27-85) | |

I. **BACKGROUND**

Evaluation of classification requests cannot effectively proceed unless position descriptions and related documents are complete and properly prepared.

Position descriptions submitted with routinely called for, but essential, data either lacking or inadequately provided, result in staff time to follow up on and obtain required data and delays, and unnecessarily detracts from, the more substantive aspects of the classification review process.

II. **POLICY**

Incomplete or inadequately prepared position descriptions will be returned to the originating department/agency, and classification reviews will not commence until the corrected position descriptions are resubmitted. (The original effective date of reallocation, should such action eventually result, will be honored if resubmittal is made in a timely manner.)

Similar inadequacies in the preparation of Budget Form No. 129 ("Request to Fill and/or Reallocate Position") that transmits reallocation requests also preclude expeditious review and processing. This form is intended to convey the department's basic justification for the reallocation action sought as well identify changes in position duties and level of responsibilities. Because Budget Form No. 129 is complementary to the position description, it is vital that both be accurate and complete.