

Title:	<b>Delegation of Classification Authority</b>	
Purpose:	To establish policy and procedures for delegation of classification authority to selected departments and agencies.	
Issued by:	Classification and Pay	Date: February 15, 2005
References:	Civil Service Rule (CSR) §4-5(c)	

## **I. BACKGROUND**

Under Civil Service Rule §4-5(c), the Director of Human Resources (Director) may establish standards and procedures and delegate to departments the authority to place their own positions into existing classes. In 1994, pilot classification delegation projects were implemented in several City departments and agencies for limited actions involving pre-approved master position descriptions. As these pilot programs succeeded in reducing processing time while maintaining the integrity of the system, an expanded classification delegation program is being implemented on a trial basis.

## **II. POLICY**

To expedite the processing of classification actions and allow selected departments and agencies more control over the timing of classification actions, the authority for selected classification actions shall be delegated by the Department of Human Resources (DHR).

## **III. RESPONSIBILITIES**

### **A. Departments and Agencies**

1. Adhere to the principles of the classification system, merit system standards and applicable statutes, rules and policies.
2. Assure that only trained personnel perform the classification review and oversee the process.
3. Ensure that actions conform to approved organizations, functional statements, and staffing and budgetary controls.
4. Ensure that the integrity of the citywide classification system is not compromised or used to accomplish non-classification objectives.

### **B. Department of Human Resources (DHR)**

1. Maintain continued responsibility for the City classification system, including the establishment and pricing of classes, interpretations of class specifications and establishment of classification and pricing policies and standards.
2. Determine and approve departments or agencies to be delegated classification authority.

3. Work with staff of the selected departments or agencies in identifying positions and/or classes eligible for delegation under this program.
4. Provide technical assistance and consultation and on-the-job training.
5. Conduct post-audit of delegated actions to ensure appropriate actions have been taken, ensure the delegation procedures are appropriate, and to assess the impact of delegation.

#### **IV. PROCEDURES**

- A. In consultation with the selected departments or agencies, the Classification and Pay (C&P) Division identifies delegated positions and/or classes for which reallocation action has been authorized. This process is repeated if subsequent reorganizations affect the positions and/or classes for which reallocation action had previously been authorized.
  1. Class A delegated positions or classes: Master position descriptions (PDs)
  2. Class B delegated positions or classes: All other positions and/or classes authorized by the C&P Division.
- B. C&P Division provides training to designated departmental representatives on classification principles, objectives, policies and procedures.
- C. Department or agency prepares Class A Master PDs (initial and/or revised) and submits to the C&P Division for approval and appropriate classification action.
- D. Department or agency prepares PDs (DHR-C&P-55e) for Class B delegated positions or classes in accordance with existing procedures.
- E. Designated departmental representative
  1. Reviews position descriptions submitted for propriety of classification action requested (incumbent is assigned and performs duties of the requested class).
  2. Determines whether incumbent meets minimum qualification requirements of the class, if position is encumbered.
  3. Determines effective date in accordance with CSR §4-6.
  4. Maintains and/or prepares appropriate documentation of classification action recommended. (Refer to Attachment A, Delegated Classification Action Recommendation.)
  5. Prepares recommendation for appointing authority's approval and action.
- F. Upon approval of appointing authority, the department or agency completes the Budget Form No. 129 (BF129) eform as instructed by the Department of Budget and Fiscal Services (BFS). For filled positions, certification of funds by the fiscal officer is

- required for reallocation actions. For vacant positions, approval by the BFS Director is required on requests to fill. In addition, the following notations should be made:
1. For Class A actions, notate "Delegated Master PD dated \_\_\_\_\_" in Item B.
  2. For Class B actions, notate "Delegated Class B classification action" in Item B (Attach completed DHR-C&P-55e).
  3. In Item C, describe the classification action taken. Include the classification title, salary range, effective date, and date of action. Approve and send the BF129 to complete processing. The approval of the appointing authority or authorized representative is verification that the classification action is proper, the incumbent, if any, meets minimum qualification requirements, and the action is in accordance with standards and procedures.
- G. Upon receipt of BF129 and a copy of Attachment A via hard copy or email (and DHR-C&P-55e, if applicable), the C&P Division inputs classification action onto Computerized Human Resources Management System (CHRMS), updates appropriate files, and as applicable, completes and processes the DHR-C&P-55e and BF129.
- H. Department or agency submits SHR-EPS-CS-17 (Personnel Action Form) to Audit and Records Section to process action on incumbent.
- I. Pursuant to CSR §4-5(c), the C&P Division shall conduct a post-audit to determine whether delegated actions are appropriate and may rescind or otherwise correct any action taken, as appropriate, and may withdraw the authority when deemed appropriate.
- J. The department or agency shall notify the incumbent of the classification action taken and of his/her rights for administrative review and appeal, as applicable, utilizing the format shown in Attachment B1, Notification of Reallocation Action or Attachment B2, Notification of Action on Revised Position Description.
- K. The appointing authority or designee shall conduct an administrative review, if requested, in accordance with CSR §4-7, and notify the requestor of the action taken. (See Attachments C1 and C2, Administrative Review.)
- L. If an appeal of the classification action is filed with the Civil Service Commission (CSC), the department's representative will prepare the Answer to Appeal Against the Director's Classification Action and represent the appointing authority in the CSC's hearing on the delegated classification action.
- M. Any changes in classification as a result of administrative review or appeal proceedings shall be reported to the C&P Division.

**ATTACHMENT A**

**DEPARTMENT OF  
CITY AND COUNTY OF HONOLULU  
DELEGATED CLASSIFICATION ACTION RECOMMENDATION**

**POSITION NO., TITLE, SALARY RANGE, BU:**

**LOCATION:**

(Division, Branch, Unit)

**REQUESTED ACTION:**

(Title, Salary Range, BU)

**RECOMMENDED ACTION:**

(If different from requested, Title, Salary Range, BU)

**EFFECTIVE DATE** (in accordance with Civil Service Rules):

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**JUSTIFICATION FOR RECOMMENDATION:**

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**Class A (Master PDs) Delegated Actions (check all that apply)**

- Reallocation downward for recruitment purposes
  - Reallocation upward due to assumption of duties of requested class
    - Incumbent meets minimum qualification requirements of the class effective .
  - Incumbent is assigned and satisfactorily performs duties described on Master PD dated .
  - The Master PD as described is accurate and consistent with the approved organization and functional statements.
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**Class B Delegated Actions (check all that apply)**

- Reallocation downward for recruitment purposes
  - Reallocation upward (normal progression) due to assumption of duties of requested class
    - Incumbent meets minimum qualification requirements of the class effective .
  - Revised Description only: Position description updated to reflect current duties and responsibilities assigned; duties remain consistent with current classification.
  - Position description submitted appropriately reflects level, scope and duties of the requested class.
  - Duties are  similar  identical to those of Position(s) No located in which is allocated to the requested class.  
(Division/Branch/Unit)
  - Incumbent is assigned and satisfactorily performs duties described in position description.
  - The position description, as described, is accurate and consistent with the approved organization and functional statements.
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Other pertinent information to support recommended classification action:

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**Authorized Personnel or Administrative Officer or Specialist**

**Date**



**ATTACHMENT B1**  
(Notification of Reallocation Action)

Date

TO: EMPLOYEE  
DIVISION, DEPARTMENT

FROM: DIRECTOR

SUBJECT: REALLOCATION OF POSITION XX\_\_\_\_\_, TITLE

As a result of classification action and under the authority delegated by the Director of Human Resources, your position has been reallocated as follows:

<u>FROM</u>	<u>TO</u>	<u>EFFECTIVE DATE</u>
(class, SR, BU)	(class, SR, BU)	(per CS Rule §4-6)

If you disagree with this action or if you would like to discuss this matter further in an administrative review, the request must be filed with the Director of \_\_\_\_\_, in writing, within ten (10) calendar days of the date of this letter. For your guidance, the Department of Human Resources' Personnel Manual (Policies and Procedures), Chapter XV-1, Administrative Review of Classification and/or Initial Pricing Actions, provides the applicable form and instructions for filing an administrative review with the Director.

**ATTACHMENT B2**  
(Notification of Action on Revised Position Description)

Date

TO: EMPLOYEE  
DIVISION, DEPARTMENT

FROM: DIRECTOR

SUBJECT: ACTION TAKEN ON REVISED POSITION DESCRIPTION

As a result of classification review and under the authority delegated by the Director of Human Resources, this is to inform you of action taken on the revised (updated) position description that was submitted for your position. Evaluation of the duties and responsibilities assigned indicates that this position is still appropriately allocated to its present class. Therefore, no change in allocation has been made.

Position No.

Class Title & Salary Range

**ATTACHMENT C1**

(Administrative review – no change; original action proper)

Date

TO: EMPLOYEE  
DIVISION, DEPARTMENT

FROM: DIRECTOR

SUBJECT: ADMINISTRATIVE REVIEW OF POSITION XX\_\_\_\_\_, TITLE

Thank you for the opportunity of discussing the allocation of the above position.

We have re-evaluated the duties and responsibilities of the position, and carefully considered the statements made in our meeting. As a result and under the authority delegated by the Director of Human Resources, we find that the action taken previously is proper. Therefore, we are confirming our findings that the Position XX\_\_\_\_\_ should remain allocated to the class (title).

An exercise of the right of appeal to the Civil Service Commission may be taken against this delegated action. If an appeal is made, the petition must be filed with the Civil Service Commission, in writing, within twenty (20) calendar days after receipt of this notice. For your guidance, the Commission's Rules of Practice and Procedures, and the Department of Human Resources' Personnel Manual (Policies and Procedures) detail the procedures and necessary forms for filing appeals against classification actions.

Cc:C&P

**ATTACHMENT C2**

(Administrative review – reallocation; rescind original action; reallocate to another class)

Date

TO: EMPLOYEE  
DIVISION, DEPARTMENT

FROM: DIRECTOR

SUBJECT: ADMINISTRATIVE REVIEW OF POSITION XX\_\_\_\_\_, TITLE

Thank you for the opportunity of discussing the allocation of the above position.

We have re-evaluated the duties and responsibilities of the position, and carefully considered the statements made in our meeting. As a result and under the authority delegated by the Director of Human Resources, we find that the action taken previously is not proper. Therefore, we are rescinding our earlier action, and are reallocating Position XX\_\_\_\_\_ from (class title, SR, BU) to (class title, SR, BU), effective (date).

An exercise of the right of appeal to the Civil Service Commission may be taken against this delegated action. If an appeal is made, the petition therefore must be filed with the Civil Service Commission, in writing, within twenty (20) calendar days after receipt of this notice. For your guidance, the Commission's Rules of Practice and Procedures, and the Department of Human Resources' Personnel Manual (Policies and Procedures) detail the procedures and necessary forms for filing appeals against classification actions.

Cc: Budget  
C&P  
EPS (Records)