

MONTANA STATE LIBRARY

POSITION CLASSIFICATION PROCEDURES

Under a Delegation of Classification Authority Letter of Agreement signed by the Director, Department of Administration, and the State Librarian, the responsibility for classification of State Library positions has been delegated to the State Librarian.

It is the policy of the State Library Commission that position classification by the State Librarian will be accomplished with assistance from the State Personnel Division, the ~~program~~ division manager in direct line of supervision over the position being classified, and the agency personnel officer. The State Personnel Division will train all ~~program~~ division managers appropriately.

A staff member's request for reclassification must be approved by his or her supervisor and ~~program~~ division manager, who will consider the following criteria in granting a review:

- 1) Length of time since last review;
- 2) Changes in position duties, KSA requirements, or supervision received or exercised;
- 3) Changes or revision in implementation of the classification system.

If the supervisor and ~~program~~ division manager agree that the position warrants a review based on any or all of the criteria, they will convey the request, the reason for the request, and a signed current position description to the State Librarian. The State Librarian will approve or disapprove the request and convey this decision to the personnel officer, ~~program~~ division manager, and supervisor.

If approved, the personnel officer will send the position description and all other necessary documentation to the State Personnel Division for an analysis and a recommendation, based on the Benchmark Factoring Methodology. The Personnel Division will return the results of the review to the State Library. The ~~program~~ division manager and the personnel officer will review the results and make a recommendation to the State Librarian, who will decide and certify that the action will not cause the State Library to exceed its appropriation, within thirty calendar days of receiving the review from the Personnel Division.

Any employee who disagrees anytime during the classification process with a classification decision has a right to appeal informally in writing within ten working days directly to the State Librarian, detailing the exact reasons for the disagreement. The State Librarian will have the option of responding directly to the appeal or referring it to the ~~program~~ division manager and the personnel officer for reconsideration. The State Librarian will respond to the appellant within ten working days. That response will complete the informal appeals process.

Any employee who is unsatisfied with the results of the informal appeal may obtain a state employee classification and appeal form and follow the formal grievance procedure outlined in ARM 24.26.501 through 24.26.530.