Quick Reference Guide
Progressive Classification Series

Appointing Authorities may re-allocate employees within the progressive classification series once they meet criteria established by the Appointing Authority and agreed to in advance by the Office of Human Resources (OHR). These criteria shall be reflected in the Progressive Classification Series Reallocation form developed by Appointing Authorities and OHR for each classification in a progressive classification series. This form will be used to process re-allocations under this program. (Career Service Rule (CSR) 7-34 F3).

Purpose
A progressive classification series consists of classifications where the levels of the duties are different, but the types of duties and nature of the work are the same. A progressive classification series typically consists of and is intended for non-exempt entry and development levels. It is used to re-allocate an employee in the progressive series who is fully performing at the higher level and has met the requirements to progress to the next level in the progressive series. Not only must the re-allocation factors and specific criteria for classification re-allocation be met, but the higher-level duties must also be assigned. CSR 7-34 F1.

Process
1. Progressive Class Series Reallocation form (reallocation form)
   1.1 Reallocation forms are maintained and housed by the Classification and Compensation Division (Class/Comp) within OHR.
   1.1.1 Contact Class/Comp to obtain a reallocation form, if needed.
   1.2 The supervisor verifies the employee has met the criteria described on the reallocation form and completes the top section of page two of the reallocation form.
   1.3 The supervisor signs the reallocation form on page two.
   1.4 The supervisor sends the reallocation form to their director for their approval and signature.
   1.5 If the director approves they send the reallocation form to their HR Business Partner (HRBP).

2. Classification and Compensation Analyst Process
   2.1 The Class/Comp Analyst verifies that the employee has met the criteria for progressive re-allocation and appropriate signatures have been obtained. The analyst completes the bottom section of page two of the reallocation form.
   2.2 The Class/Comp Analyst also determines the employee’s new pay rate, typically a 2.25% increase or increase to the new pay range minimum, whichever is greater. Effective date is Sunday following Appointing Authority’s signature.

3. Workday Input
   3.1 Class/Comp Analyst sends approval documents to HR Tech who will notify the Supervisor, HRBP, Director, Appointing Authority and copy the Class/Comp Analyst that the audit was approved with official communications and instructions.
   3.2 HR Tech submits SupportNow ticket with documentation to HR Service Center to complete transaction in Workday. HR Tech will notify the Class/Comp Analyst that the Position Audit process has been completed.

1.6 If the HRBP agrees with the request, they sign the form and send to the department/agency’s Appointing Authority.
1.7 The Appointing Authority has the discretion to delay the progression if the employee’s performance is unsatisfactory or if coaching conversations or progressive discipline are in progress. (CSR 7-34 F4)
1.7.1 If the Appointing Authority doesn’t approve the request, they will send the reallocation form back to the supervisor, director and HRBP with the reason why the request was denied.
1.7.2 If the Appointing Authority approves the request, they will send the signed reallocation form back to the HRBP.
1.8 The HRBP notifies the supervisor that the Appointing Authority has approved the reallocation request and provides a copy of the completed reallocation form to the supervisor.
1.9 The HRBP also sends the completed reallocation form to compensation@denvergov.org.

Quick Reference Guide prepared by the OHR Classification and Compensation Division.