

**MEMORANDUM**

**REVISION 29 SERIES D**

**TO:** Holders of Career Service Rule Books  
**FROM:** Career Service Board  
**DATE:** September 21, 2017  
**SUBJECT:** Revision of Career Service Rule 7-34 Audits

The following changes and revisions to Rule 7 were approved by the Career Service Board on September 7, 2017:

Please refer to the following table for information on the former rule description, the revised rule description and the intended impact of the revisions for Rule 7. Also included are new rule pages to replace outdated information along with insertion instructions for Career Service Rule Books.

<b>Rule 7-34 <u>Audits</u></b>			
<b>CURRENT RULE</b>	<b>REVISED RULE</b>	<b>NEW RULE NUMBER</b>	<b>REVISION INTENTION &amp; IMPACT</b>
	Re-orders subsections the rule for greater clarity.	7-34	<p>A supervisor assessment was implemented in November 2015 to strengthen the selection process and, as a result, the process to reallocate an individual contributor to a supervisory role changed.</p> <p>In order to clarify and reduce confusion about the reallocation process when moving an employee into a supervisory position, the rule has been re-ordered.</p>

	<u>Page Number</u>	<u>Issuance Dates</u>
<u>Remove:</u>	7-4	September 25, 2015

	<u>Page Number</u>	<u>Issuance Dates</u>
<u>Replace with:</u>	7-4	September 21, 2017

**PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.**

- B. Appointing authorities are encouraged to submit audit requests to the OHR as soon as possible after the duties of a position have been permanently changed. Requests must be made using the OHR Request for Classification Consideration form.
- C. When an appointing authority requests re-allocation of a position to a supervisory or managerial classification from a classification that is not a supervisory or managerial classification:
  - 1. The audit request will not be accepted by the OHR until the incumbent has passed the applicable supervisor assessment and completed all required supervisor training courses; and
  - 2. The request shall include a list of the position numbers, classification titles, and names of subordinate staff.

(Revised September 21, 2017; Rule Revision Memo 29D)

- D. Audit requests will not be granted in the following situations:
  - 1. For limited positions that are not budgeted or not anticipated to be budgeted past the fiscal year in which the audit was requested;
  - 2. For on-call positions, unless re-allocation responsibility has been delegated to the appointing authority under the Progressive Classification Series Program;
  - 3. When there is a vacant position in the incumbent's work unit which is in the classification to which the audit request seeks to re-allocate the incumbent's position;
  - 4. For any positions currently included in a maintenance study;
  - 5. As an alternative to promotion; or
  - 6. As a substitute for disciplinary procedure.
- E. An employee may petition an appointing authority to reconsider a decision not to request an audit of the employee's position and may send a copy of the petition to the OHR Executive Director. The OHR may choose to initiate an audit or maintenance study if warranted under this Rule 7.
- F. Progressive Classification Series Program:
  - 1. 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.
  - 2. Under the progressive classification series program, re-allocation responsibility is delegated by the OHR to an appointing authority.