

MODIFIED CLASSIFICATION REVIEW DESIGNATIONS

Modified Classification Review (MCR) is a designation attached to each classification in the Pay Scales which identifies when allocation and/or refill of a position by a department requires prior approval by the California Department of Human Resources (CalHR) staff. Department staff involved in the position allocation process is always encouraged to contact CalHR staff when there is any question as to the appropriateness of an allocation, irrespective of a classification "MCR" designation.

MCR I

Classifications designated as "MCR I" do not require CalHR staff approval prior to making an initial allocation or refilling a vacant position. However, position allocations which are exceptions to established criteria will require CalHR approval.

MCR II

Classifications designated as "MCR II" require approval by CalHR staff prior to making an initial position allocation or when the organization structure in which a position is found changes substantially. However, refills of positions where there are no or very minor changes in duties or organization structure do not require prior approval by CalHR staff.

MCR NONE

Classifications designated as "MCR NONE" must always be approved by CalHR staff prior to making any position allocation including refills of positions with no change in duties or organization structure. A "MCR NONE" designation is typically assigned only to the highest level, most sensitive classifications, to classifications used by multiple departments, and /or occasionally, to newly established classifications.

RESTRICTIONS ON A DEPARTMENTAL BASIS

None.

