

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: August 20, 2001
REFERENCE CODE: 2001-032

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Personnel Services Series and Payroll Services Series Classification
Changes: Departmental Action Required

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The purpose of this memorandum is to provide information regarding the changes to the Personnel Services Series and Payroll Services Series.

In accordance with the 1999-2001, Bargaining Unit 1 Memorandum of Understanding (MOU), a Joint Labor/Management "Task Force" was established to review the Personnel Services Specialist classification series. The contract language specified that the State and the Union shall institute the following action:

1. Issue allocation guidance to departments permitting reallocation of Personnel Services Specialist I to Personnel Services Specialist II, when sufficient complexity exists.
2. Within six months of contract ratification, develop a workload formula based on measurable factors impacting the complexity of work assigned to the Personnel Services Specialist series.
3. Departments will consider administrative alternatives prior to mandatory overtime.
4. Establish a Joint Labor/Management "Task Force" to define the level and amount of work, and to establish a relationship with Unit 1 classifications.



In accordance with the contract language, the Department of Personnel Administration (DPA) issued the following Personnel Management Liaisons (PML) memos:

1. PML 2000-049, August 10, 2000, regarding allocation guidance for the Personnel Services Specialist II class.
2. PML 2000-055, August 28, 2000, regarding Administrative Alternatives: Mandatory Overtime.

Based on the Joint/Management Labor team's review of the Personnel Services Specialist and Payroll Services Specialist classification series, the following action has taken place.

1. Revised classification plan, Personnel Services & Payroll Services series.
 - Consolidated the Personnel Services Specialist I and Personnel Services Specialist II classification, and Payroll Services Specialist I and Payroll Services Specialist II.
 - Retitled the classification series, Personnel Specialist and Payroll Specialist. Supervisor classes were retitled accordingly.
 - Established a new classification, Senior Personnel Specialist and Senior Payroll Specialist.
 - ♦ Salary negotiations are taking place between the State and the union.
 - Proposed abolishment of the Personnel Services Supervisor I and Payroll Services Supervisor I classifications when they become vacant.
 - Changed the Alternate Range Criteria 125 to allow entry into class at Range B and to add Range D.
2. Revised the Allocation Guides for the two series.
3. Developed a comprehensive workload formula based on measurable factors.



4. Changed the Schematic Code for the Personnel Services and Payroll Services classifications from CG to KY.
5. Established an annual \$2,400 Recruitment and Retention Differential, effective January 1, 2001.

Therefore, effective July 1, 2001, the following classification changes are in effect:

RETITLED:

<u>OLD TITLE</u>	<u>NEW TITLE</u>
Personnel Services Specialist I	Personnel Specialist
Personnel Services Supervisor II	Personnel Supervisor I
Personnel Services Supervisor III	Personnel Supervisor II
Payroll Services Specialist I	Payroll Specialist
Payroll Services Supervisor	Payroll Operations Supervisor

REALLOCATION:

<u>OLD CLASS</u>	<u>NEW CLASS</u>
Personnel Services Specialist II	Personnel Specialist, Range D
Payroll Services Specialist II	Payroll Specialist, Range D

NEW CLASSIFICATIONS:

Senior Personnel Specialist
Senior Payroll Specialist

Initial movement to the new Senior Personnel and Senior Payroll Specialist classifications will take place as follows:

Personnel Services Specialist or Payroll Services Specialist performing full-time workers' compensation or full-time position control and/or working in a one or two person shop will be reallocated without examination to the Senior Personnel Specialist or Senior Payroll Specialist classification.



By September 30, 2001, departments must submit to DPA the following information:


1. Employee's Name.
2. Classification Title.
3. Position Number.
4. A current duty statement.
5. Organization chart illustrating location of class.
6. A notation of function: Workers' Compensation, Position Control and/or One or Two Person Office.

For your convenience, a Request to Process Movement Changes form has been provided.

All other proposed movement to the Senior Personnel Specialist and Senior Payroll Specialist classes will take place through the Classification Action Request (Form 625) process, and must be based on establishment of list eligibility and assignment of appropriate senior level work. Therefore, the Senior levels are placed on Modified Classification Review II for all initial allocations, and therefore require DPA review and approval prior to filling position(s).

Future published classification information related to these changes will be available on the Personnel Information Exchange (PIE) system.

If you have any questions regarding this memorandum, please contact me at the above number.


Wayne Kurahara
Program Manager

Attachment



REQUEST TO PROCESS MOVEMENT CHANGES

INFORMATION REQUIREMENT				QUALIFIERS	
EMPLOYEE NAME	CLASSIFICATION TITLE <small>(Enter either Personnel Services Specialist II or Payroll Services Specialist II)</small>	POSITION NUMBER	DUTY STATEMENT ATTACHED?	PERFORMS WORKERS COMPENSATION AND/OR POSITION CONTROL DUTIES FULL TIME?	WORKS IN A 1 OR 2 PERSON OFFICE?
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
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