

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: HR-2-6	Effective Date: July 1, 2005	Version: 1.0
POLICY TITLE: ESTABLISHING OR RECLASSIFYING A POSITION		
<p>OVERVIEW: A request to establish or reclassify a position must have a positive effect on DCS operations. A request must be reviewed and approved by the appropriate Deputy Director, DCS Central Office human resources and the DCS budget. The State Personnel Department (SPD) and the State Budget Agency (SBA) have final authority over all requests to establish or reclassify a position.</p>		

I. DEFINITIONS

- a. **Reclassification:** Raising a position to a higher class, reducing it to a lower class, or moving it to another class altogether on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in such a position. It does not involve the transfer of an employee from one position to another.
- b. **Job Analysis Questionnaire (JAQ) (SF 43434):** The JAQ asks questions relevant to the functions of the position.
- c. **Individual Position Description (IPD):** A State approved document used to identify an employee's responsibilities and performance standards.
- d. **Organizational Chart:** Illustrates where the targeted position is located in the management chain and how it relates to other positions in the work unit. The chart should depict the class title/code and the organization code/position number of each position within the work unit.
- e. **Budget Impact Statement:** Projects the cost of the request and describes how the work unit intends to fund it.
- f. **Letter of Justification:** Explains how the position will be utilized to enhance the efficiency of DCS operation and services.

II. REFERENCES

- a. [31 IAC 1: Non-Merit Employees](#)
- b. [31 IAC 2: Merit Employees](#)

III. POLICY

- a. Only Deputy Directors, Regional Managers or members of the Executive Team may initiate a request to establish or reclassify a position.
- b. A request to establish or reclassify a position must clearly illustrate a positive effect on operations. In the case of reclassification, the request must also illustrate a clear change in the level of responsibility assigned to the position.
- c. A request must be discussed with and approved by the DCS Director or his/her designee prior to submission to the State Personnel Department (SPD) and the State Budget Agency (SBA).

IV. PROCEDURE

- a. The appropriate Deputy Director (or designee) will submit a request, which must include a letter of justification; a [JAQ](#) or [IPD](#); an organizational chart for the work unit; and a budget impact statement. He/she will forward the request to DCS Central Office human resources.
- b. DCS Central Office human resources will review the packet to ensure that it is complete and consistent with this policy, as well as to determine if the action is warranted. The [JAQ](#) or [IPD](#) will be analyzed to determine appropriate classification and pay grade.
- c. DCS Central Office human resources will forward the request to the DCS budget section for approval. DCS budget will return the request and a recommendation for approval or denial to DCS Central Office human resources.
- d. DCS Central Office human resources will make a recommendation for approval or denial and forward it, along with the original request and DCS budget recommendation to the DCS Director or his/her designee.
- e. The DCS Director or his/her designee will make the decision to approve or deny the request.
- f. If approved by the DCS Director or his/her designee, DCS Central Office human resources will forward the request to SPD. SPD will review the request and either approve it and forward it to SBA for approval or deny it and return it to human resources.
- g. SBA will review the request and return it to SPD with an approval or a denial.
- h. SPD will inform DCS Central Office human resources of the decision both verbally and in writing. DCS Central Office human resources will notify the requestor of the decision.

V. FORMS AND OTHER DOCUMENTS

- a. [Job Analysis Questionnaire \(JAQ\) \(SF 43434\)](#)
- b. [Individual Position Description \(IPD\)](#)

DATE: 06/13/05

James W. Payne, Director
Department of Child Services

A signed copy is on file.

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