MONTANA STATE LIBRARY COMMISSION POSITION CLASSIFICATION, POLICY

Under a Delegation of Classification Authority Letter of Agreement signed by the Director, Department of Administration, and the State Librarian, the responsibility for classification of State Library positions has been delegated to the State Librarian.

It is the policy of the State Library Commission that position classification by the State Librarian will be accomplished with assistance from the State Personnel Division, the <u>division manager in</u> , direct line of supervision over the position being classified, and the agency personnel officer. The State Library will ensure proper training for <u>division managers</u>. The agency may initiate a classification review of any position or class. An employee may also request a classification review as follows. An employee's request for a classification review must be approved by his or her supervisor and <u>division manager</u>, who will consider the following criteria in granting a review:

- 1) Length of time since last review;
- Changes in position duties, Knowledge, Skills and Abilities (KSA) requirements, or supervision received or exercised;
 - 3) Changes or revision in implementation of the classification system.

If the supervisor and <u>division</u> manager agree that the position warrants a review based on any or all of the criteria, they will convey the request, the reason for the request, and a signed current position description to the State Librarian. The State Librarian will approve or disapprove the request and convey this decision to the personnel officer, <u>division</u> manager, and supervisor.

If approved, the personnel officer will send the position description and all other necessary documentation to the State Personnel Division <u>or to an independent qualified contractor</u> for an analysis and a recommendation, based on the Benchmark Factoring Methodology. <u>The State Library shall forward the contractor's analysis and recommendation to the Personnel Division for their review</u>. The Personnel Division will return the results of the review to the State Library. The <u>division manager and the personnel officer will review the results and make a recommendation to the State Library to exceed its appropriation, within thirty calendar days of receiving the review from the Personnel Division.</u>

Any employee who disagrees with a decision made during the classification process <u>can appeal</u> <u>informally in writing</u> directly to the State Librarian, <u>within ten working days of the decision</u>. The <u>appeal shall include</u> the exact reasons for the disagreement. The State Librarian will have the <u>option of responding directly to the appeal or referring it to the division manager and the</u> personnel officer for reconsideration. The State Librarian will respond to the appealant within ten working days <u>of receipt of the appeal</u>. That response will complete the informal appeals process.

Any employee who is unsatisfied with the results of the informal appeal may obtain a state employee classification and appeal form and follow the formal grievance procedure outlined in ARM 24.26.501 through 24.26.530,

Adopted by State Library Commission December 4, 1997 Revised August 12, 1998

Revised October 8, 2003.

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