

# CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	<b>ORGANIZATION FOCUSED FUNCTIONS</b>
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.24:</b>	<b>Position Classifications/Reclassifications</b>
<b>REVISED:</b>	04/26/02; 03/23/07; 5/26/16; Reviewed 06/18
<b>Governing Body Approval:</b>	01/13/11; 6/9/16; 07/02/18( <i>electronic vote</i> )

**PURPOSE:** To outline the procedures that must be followed to establish or reclassify positions. These procedures are in accordance with the Connecticut General Statutes, the Department of Administrative Services' (DAS) regulations and various collective bargaining agreements.

**SCOPE:** CVH Human Resources staff

## **PROCEDURE:**

### **I. Establishing a Position**

Prior to any recruitment activity a position must be established. The Division Director or Department Head or designee consults with Human Resources Affinity as part of the workforce planning process as to the appropriate classification of the proposed position. The following procedures must then be followed in order to establish a position:

- A. The Division or Department Director submits the request, including the following information, to Human Resources Affinity:
  1. Classification Title;
  2. Hours of Work;
  3. Description of duties to be performed by the incumbent; and
  4. Table of organization.
- B. Human Resources Affinity reviews the request and initiates processing.
- C. Human Resources Affinity reviews the description of duties for compliance with the job specification.
- D. Human Resources submits a CORE-CT position transaction request electronically to the Department of Mental Health and Addiction Services (DMHAS) Office of the Commissioner. A Table of Organization, which reflects the position, is also submitted with the packet.
  1. A weekly review of the CORE-CT transaction status will confirm approval or disapproval by the Office of the Commissioner. If disapproved, the Facility Director of Human Resources will inform the Division Director or Department Head requesting the action.

- E. The DAS Analyst reviews the CORE-CT position transaction request and forwards it to the Office of Policy and Management (OPM), if approved.
- F. Approval or disapproval of the request by OPM is communicated electronically in the CORE-CT System.
- G. The Facility Director Human Resources communicates the approval/disapproval to the appropriate Division/Department Director at CVH.

## II. Reclassifying an Employee

If it is decided that an employee needs to perform at a higher level or class other than the classification for which he/she is slotted, the following procedures must be followed in order to reclassify the position:

- A. The Division or Department Director must meet with the Human Resources Affinity to review all duties that will be required of the employee. *Note: If it is determined that a reclassification will be requested, no higher level duties may be assigned until final approval is granted by OPM. The following supporting documents must be completed and forwarded to Human Resources Affinity in order for a reclassification to be requested:*
  - 1. incumbent's completed State of Connecticut Application for Examination or Employment (CT-HR-12);
  - 2. duties questionnaire, signed and dated by both the incumbent and the Division/Department Director; and
  - 3. a table of organization of the unit/division/department.
- B. Human Resources Affinity reviews the request and, if approved, forwards the request to the Facility Director of Human Resources for review.
- C. If approved, Human Resources submits the request to DAS for approval including:
  - 1. justification for the reclassification;
  - 2. duties questionnaire, CT-HR-12, and Verification of Eligibility Form; and
  - 3. table of organization of the unit/division/department;
- D. If approved, a CORE-CT position transaction request is electronically transmitted to the DMHAS Office of the Commissioner.
  - 1. A weekly review of the CORE-CT transaction status will confirm approval or disapproval by the Office of the Commissioner. If disapproved, the Assistant HR Administrator will inform the Facility Director of Human Resources who will communicate this information to the Division Director or Department Head requesting the action.
  - 2. The Department of Administrative Services Analyst reviews the CORE-CT position transaction request and forwards it to the Office of Policy and Management (OPM), if approved.

- E. Approval or disapproval of the request by OPM, is communicated electronically in the CORE-CT System.
- F. The Facility Director Human Resources/designee communicates the approval/disapproval to the employee and appropriate Division/Department Director.