

Subject: CLASSIFICATION AND/OR CERTIFICATION ACTION REQUEST (FORM 625)

REFERENCES	SECTIONS
Classification and Pay (C & P) Guide	320
Responsible Control Agency and Program	California Department of Human Resources (CalHR)

Subject: Classification and/or Certification Action Request (Form 625)

Definition:

Form 625 (see attachment) is used to request position allocation approval that will be used to make the hire for specific classifications as discussed below. It serves as documentation and basis for the requested action. Note: DGS has delegation for all allocations; however, there may be times when the allocation is “questionable,” in which case, the C&P Analyst will consult with the CalHR for a final determination of the allocation request.

The following requests would be forwarded to the CalHR for approval unless the department is delegated position allocation decision authority, which supercedes this requirement (see attached chart):

1. All allocations for positions designated Modified Classification Review (MCR) NONE.
2. Initial allocations of positions to classes designated in the Pay Scales as MCR II; refill of vacant positions designated in the Pay Scales as MCR II whenever there has been a change in the duties or reporting relationship since the latest or most recent allocation.
3. When there are significant changes in the duties or reporting relationship of a filled position designated MCR II or MCR NONE.
4. When the requested effective date is backdated more than 60 work days, regardless of MCR designation.

A Form 625 need **NOT** be submitted to CalHR for allocations for which the DGS has delegated authority or for the following specific allocations:

1. Initial allocation of positions designated in the Pay Scales as MCR I; or refill of MCR II positions with no change in duties.
2. Emergency Appointments. GC Section 19888.1 provides the basic authority for making these types of appointments for up to 60 working days in accordance with the SPB Rules 300 through 304
3. Voluntary Experience. Volunteers are not employees since they do not hold positions in the State civil service. Therefore, volunteers may not receive civil service appointments for their volunteer service.

Policy:

It is the policy of the DGS that all allocations, which normally require a Form 625, shall have all documentation as required by the CalHR and outlined in the C&P Guide, Section 320. Under delegation authority, copies of the duty statements, organization charts, and justification memoranda must be maintained in an orderly and systematic manner by the DGS and kept on file for audit. Additionally, all new appointments to a C&P Analyst position shall have received classification and compensation training offered through the State Training Center within one year of appointment.

Procedure:

Required Form 625 Package

All Forms 625 submitted to CalHR for review and approval must be accompanied by a current and proposed duty statement, a current and proposed organization chart, and a memorandum of justification. Justification of all actions taken is required whether it be a statement describing the change that occurred and the basis for the change or simply completing the appropriate boxes in the 625 Form.

1. Duty Statement

Essential functions duty statements must describe the current duties and include percentages of time and/or frequency breakdowns (if the work varies cyclically). When several positions perform essentially the same duties, descriptions of specific area of responsibility for each position should be included to differentiate one from another.

One duty statement is sufficient when a position is being refilled with no changes in duties. However, if the duties of the position have changed due to a new function, or is upgraded or downgraded in place, "current" and "proposed" duty statements are required.

To the extent possible, ambiguous words should be avoided or clearly defined. (What are the factors that contribute to 'complexity'; what are the anticipated results or purpose of the analysis, review, coordination, etc.). Whenever possible, relevant factors to the position should be quantified (e.g., size of budget, revenues, number of clients, etc.).

Many allocation guides and class specifications contain specific criteria, which positions must meet. The applicable criteria should be addressed in the duty statement.

2. Organization Chart

Organization charts must include all changes proposed and be dated and signed by executive-level management or designee. The positions should include all actual budgeted (not future) positions, with full civil service titles, time bases (if less than full-time), and indication of the incumbent's name or "vacant". Reporting relationships should be displayed. Unit and section names (e.g., Budget Support, Fiscal Systems, etc.) should be indicated. The position to be allocated should be clearly identified (reflecting assigned position number).

One chart is sufficient when a position is being refilled with no change in duties, when the position is assigned to a new function, or when a position is being upgraded or downgraded in place. If the organizational structure is proposed for change, two charts are required: a *current* chart showing the reporting relationships of the position prior to reclassification, and a *proposed* chart showing the reporting relationships of the position subsequent to reclassification.

When reviewing an allocation request, it is necessary to look at the entire organization, rather than just the proposed position. Occasionally, a position may appear to support a requested allocation when viewed in isolation but when the organization is viewed as a whole, the responsibilities and reporting relationships of other positions may be affected by or have an effect on the proposed new allocation.

3. Memorandum of Justification

The justification memo is intended to amplify/clarify the duty statement and organization chart. A memorandum of justification should provide relevant background information and describe how the proposed position classification satisfies the specification and allocation standards for the class. It should describe how the duties fit into the role of the unit, or the mission of the department. For position reclassification or establishment, and explanation of “what has changed” (organizational mission, workload, structure, etc.) should be provided. For servicewide classes, comparisons with other departments or units having similar organizational structure, size, or sensitivity should be included.

4. Effective Date

The allocation request, usually submitted to the C&P Analyst in an RPA package, should be submitted at least ten work days prior to the effective date of the appointment.

Backdated Effective Date

The DGS’ policy is that there shall be no backdated appointments of more than 60 days. That said, requested effective dates, which are more than 15 work days prior to receipt by the C&P Analyst, are considered exceptions. Therefore, backdates of between 15 and 60 work days for classes designated as MCR II (initial allocation or with a change of duties) or MCR NONE require the Office/Branch/Division to certify in writing (Memorandum of Justification) that the following standards were satisfied as of the requested effective date:

- a. The duties existed and were consistent with the requested class.
- b. The incumbent was performing the duties of the requested class and would have been reachable on the eligible list or had other eligibility for appointment to the class.
- c. Department of Finance (DOF) had approved the funding for the subject position.
- d. State Personnel Board (SPB) adopted the requested class.

In addition to the above justification, the DGS is required to provide the following information for all backdates beyond 60 work days, if such a request is submitted:

- a. The circumstances which resulted in the delay of the Form 625 to CalHR
- b. How the employee was notified of the assignment in question (i.e., was the employee given a specific appointment date in writing; did the employee sign and date documents relating to the appointment, etc.).

Backdated Promotions

Higher-level duties must not be assigned until it is known that the employee is eligible and reachable on the promotional list. The specific date of assignment must be documented. Authorization to promote an employee shall be obtained from the C&P Analyst, as appropriate, **prior** to the assignment of higher-level duties. Failure to adhere to the backdating guidelines could result in denial of backdated promotions and out-of-class (OOC) situations.

Backdated Career Executive Assignment (CEA) Level Changes

Backdates, which precede either the incumbent's list eligibility or the date DOF authorized funding for the subject position CANNOT be approved.

Changes in the level for **existing** CEA positions may not be made on a retroactive basis except: backdates of up to 60 working days MAY be approved if the Office/Branch/Division can clearly demonstrate that the incumbent was performing the higher-level duties on the date requested. An example would be an organizational change, which elevated the CEA position to a higher reporting relationship with the department. Backdates for CEA positions cannot be approved when the duties changed gradually over time and there was no point or event that could clearly be identified as impacting the level of the position.

5. Appointment Tenure

The Form 625 must indicate if the position will be filled by either a permanent, Limited Term (LT), or temporary (TAU) appointment; or a Training and Development (T&T) Assignment.

6. Other 625 Actions

a. Special Consultant Appointment

This is a nontesting class used to make TAU appointments to meet short-term needs for highly specialized services that cannot be accommodated within the regular civil service classification and examining structure. See Section 340 of the C&P Guide for additional documentation requirements for Special Consultants.

b. New Programs Consultant

This class is used for initial TAU appointments to long-term positions pending the establishment of a permanent classification. See Section 125 of the C&P Guide for additional information on New Programs Consultants.

Attachments: [Form 625](#), [Position Allocation Package Requirements Chart](#)