Personnel Management Division

presents

CLASSIFICATION CONSOLIDATION
Classification Consolidation

What is classification consolidation?
Classification Consolidation

What are the goals of consolidation?
Classification Consolidation
Future Projects

Phase 1  Phase 2  Phase 3  Phase 4
Department’s Role

- Have Global Perspective and New Mindset
- Collaborate on Consolidation Efforts
- Suggest Subject Matter Experts
- Ask Questions
- Be Flexible
- Be Responsive
- Be Accountable
- Watch for Pay Letters/Board Results
CalHR’s Roles

- Facilitate Communication with Internal and External Stakeholders
- Provide Consultation and Recommendations
- Guide Development of Consolidation Projects
- Gather Subject Matter Experts
- Adhere to the Ralph C. Dills Act
- Be Flexible
- Be Responsive
- Be Accountable
Scope & Magnitude
Consolidation Deliverables

- Concept Documentation
- Part B Class Consideration Document
- Part C Class Salary Determination
- Classification Specifications
- Alternate Range Criteria Language
- Allocation Guidelines
- Union Notification Letters
- State Personnel Board Memo
- Pay Letter
- Implementation Plan
New Classification Specification

• Standardization
  • Format
  • Language

• Minimum Qualifications
  • Single Pattern
  • Truly Minimum
Current Typical MQ Pattern

Pattern I: One year of experience performing the duties of a Task Manager I.

OR

Pattern II: Three years of experience independently performing task management, one year of which must have been at a level of responsibility equivalent to a Task Manager I.
Single Pattern MQ

Task Manager II MQ:
Three years of experience independently performing task management duties, one year of which must have been at a level of responsibility equivalent to a Task Manager I.

Task Manager III MQ:
Four years of experience independently performing task management duties, one year of which must have been at a level of responsibility equivalent to a Task Manager II.
Consolidation Outcomes

- Modernized Classification Specifications
- Revised Minimum Qualifications
- New or Revised Exams
- Fewer Classifications
- Fewer Transfer Calculations
- Fewer Exams
- Broader Candidate Pool
- New or Revised Allocation Guidelines
- Easier Recruitment
Consolidation Implementation

- Maintain Contact with Consolidation Analyst
- State Personnel Board Minutes
- Pay Letter Release
- Department Heads Inform Human Resources Staff of Adoption of Consolidation
- Employee Movement Instructions
- One on One Meetings with CalHR
- Implementation Plan
- Work with CalHR Selections Analyst on Exams
Hiring After Consolidation

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Classification Consolidation

Questions
Thank You!