

## Chapter Pers 2

### CLASSIFICATION PLAN

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**Pers 2.01 Definition.** The listing of classes in effect as identified by class titles in the bureau's "Classification and Compensation Plan for Positions in the Classified Service" and as described in class specifications shall constitute the classification plan for all positions in the classified service. For the purpose of these rules, class and classification are synonymous.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

**Pers 2.02 Classification plan maintenance.** The director shall establish and maintain a classification plan in accordance with the provisions of section 16.07, Wis. Stats.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

**Pers 2.03 Class titles.** (1) Any title, other than the official class title established under section 16.07 (1) (b), Wis. Stats., desired by the appointing authority may be used to designate any position for purposes of internal administration not involving the personnel processes covered by the law or these rules, but should be consistent with terminology in section 15.02, Wis. Stats., to identify the position's relative placement in the organizational structure.

(2) When the special character and qualifications of one or more positions in a class requires the use of options for recruitment, examination and certification or layoff, subsequent personnel transactions may be based on both the classification and option.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.

**Pers 2.04 Class specifications.** Class specifications shall consist of 3 major parts: title, position standards, and qualification standards. Subject to subsections (1) and (2) the class specifications shall be the basic authority for the allocation of positions to a class and for all phases of the selection process for any class or position therein.

(1) Position standards shall include a definition statement identifying the nature and character of the work, and examples of work performed. In addition, any or all of the following may be included: areas of specialization; allocation patterns, standards and factors; and such other information necessary to facilitate allocation of positions to the appropriate classification. Position standards are descriptive and not restrictive, and they shall not be construed to limit or modify the power of the appointing authority to assign tasks or direct or control the work of employes under his supervision. The use of particular examples of work performed shall not be held to exclude others not mentioned that are of a similar kind or level, nor is it implied that all those mentioned must be performed by all persons whose positions are so classified.

(2) Qualification standards shall contain a description of the re-

quired knowledges, skills, abilities, education, training, and experience or any such other credentials which a person shall possess to insure reasonable prospects of success in the position, area of specialization, option, or class as described in the position standards. These standards shall be considered basic guidelines and shall not preclude more definitive nor more general statements in recruitment announcements, provided that the kind and level of qualifications are not decreased.

**History:** Cr. Register, October, 1972, No. 202, eff. 11-1-72.