



MARYLAND STATE POLICE

PERSONNEL DIRECTIVE



Civilian Classification & Reclassification

Distribution: All Civilian Employees	Index: PER 06.06
DLI Reference: 120: Reclass. Process	Rescinds: Chapter 4, Sec. I (C) Chapter 4, Sec. XXVII
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.01 Purpose

To establish and maintain a process by which the MSP will seek to reclassify positions held by civilian employees.

.02 Policy

MSP will reclassify positions for civilian employees, when appropriate, in accordance with the procedures established by the Department of Budget and Management (DBM).

.03 Definitions

APPOINTING AUTHORITY: an individual designated by the Superintendent with the power to make appointments, terminate employment and reclassify civilian positions within the MSP.

CIVILIAN CLASSIFICATION: the position held by a civilian employee.

CIVILIAN EMPLOYEE: an employee of the MSP other than a trooper.

.04 References

[MD. CODE ANN., STATE PERS. & PENS §4-201.](#)

[MD. CODE ANN., STATE PERS. & PENS. §4-204.](#)

[MD. CODE ANN., STATE PERS. & PENS. §4-205.](#)

[MD. CODE ANN., STATE PERS. & PENS. §7-102.](#)

[MD. CODE ANN., STATE PERS. & PENS. §12-101.](#)

[COMAR 17.04.02.01](#)

[COMAR 17.04.02.02](#)

[COMAR 17.04.02.07](#)

[COMAR 17.04.06.05](#)

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.05 CALEA Standards

LE:	21.1.1	21.2.1	TA:	4.1.1	CM:	3.1.1	3.1.2	3.1.3
						3.1.4		

.06 Procedures

A. Civilian Classification

1. MD. CODE ANN., STATE PERS. & PENS §4-201, provides the Secretary of the Department of Budget & Management (DBM) with the sole responsibility for the State Personnel Management System which includes civilian classification and compensation.
2. MSP is not directly involved with the development or management of the classification and compensation system.¹
3. DBM places positions into classes of one or more positions which are based on the duties and responsibilities of the positions.²
4. Class specifications for all civilian employee classifications are available on the DBM website under the "Job Seekers" tab.³
5. DBM determines the pay grade and compensation for each classification.⁴

B. Job Descriptions & Task Analysis

1. A form MS-22, Position Description, is maintained by Human Resources Division (HRD) for each position within the MSP.⁵
2. The MS-22 for each employee contains:
 - a. a description of the work behaviors (essential job functions) associated with the position;⁶
 - b. the frequency with which the behaviors occur;⁷ and
 - c. the criticality of the job-related knowledge, skills and abilities for the position.⁸
3. The MS-22 is updated annually as part of the Performance Evaluation Program.⁹

C. Civilian Reclassification¹⁰

1. COMAR sets forth the process by which civilian positions may be reclassified and requires a description of the duties and responsibilities of the position performed by the employee.

¹ LE: N/A	TA: 4.1.1(d)	CM: 3.1.3
² LE: 21.2.1(a)	TA: 4.1.1(a)	CM: 3.1.2(a)
³ LE: 21.2.1(b)	TA: N/A	CM: 3.1.4
⁴ LE: 21.2.1(c)	TA: 4.1.1(b)	CM: 3.1.2(c)
⁵ LE: 21.2.2	TA: 4.1.2	CM: 3.1.4
⁶ LE: 21.1.1(a)	TA: N/A	CM: 3.1.1(a)
⁷ LE: 21.1.1(b)	TA: N/A	CM: 3.1.1(b)
⁸ LE: 21.1.1(c)	TA: N/A	CM: 3.1.1(c)
⁹ LE: N/A	TA: N/A	CM: 3.1.1(d)
¹⁰ LE: 21.2.1(d)	TA: 4.1.1(c)	CM: 3.1.2(d)

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2. Position reclassification is based upon significant permanent changes to the duties and responsibilities of a position.
 - a. Increased work volume or shifting responsibilities from one position to another with no effect upon the level of responsibility or authority will not affect a position's classification level.
 - b. Duties and responsibilities will not be assigned or reassigned to cause reclassification.
 - c. An employee's classification does not qualify for reclassification due to the temporary reassignment of duties that are normally associated with a classification for which the rate of pay is higher.
3. Reclassification can result in either a higher or lower classification depending upon the net effect of permanent job responsibility changes.
4. An incumbent employee in a position being considered for reclassification must be a permanent employee who meets all the requirements of the job specification and has satisfactorily demonstrated the ability to perform the duties and responsibilities associated with the new classification.
5. Commanders and directors are responsible for the assignment and reassignment of permanent duties and responsibilities to all members of their command.
 - a. This authority may not be delegated to employees who seek consideration for reclassification.
 - b. Duties and responsibilities will not be assigned or reassigned to cause reclassification.

D. Procedures

1. A commander or director who must permanently assign significant additional duties and responsibilities to a civilian employee will submit a request for reclassification.
2. For encumbered positions, requests will only be submitted after the employee has satisfactorily demonstrated the ability to perform the duties and responsibilities of the requested classification.
3. Requests for reclassification will be submitted by the employee's supervisor via the chain of command to the Human Resources Division (HRD) and will include:
 - a. Form 06-28A, Classification Study Request Checklist;
 - b. the date on which the duties and responsibilities warranting reclassification consideration were assigned;
 - c. the date on which the employee has satisfactorily demonstrated the ability to perform the new or additional duties and responsibilities (if applicable);
 - d. an up-to-date organizational chart for the unit to which the employee is assigned;
 - e. an essential job functions list for the recommended classification level;
 - f. a completed MS-100, State Application for Employment; and
 - g. a MS-22, State of Maryland Position Description, signed by the supervisor; if the position is filled, the MS-22 will be completed with input from the incumbent.

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4. All requests for reclassification must be signed by the employee's commander or director and submitted to HRD within:
 - a. 10 work days from the date which the incumbent employee has satisfactorily demonstrated the ability to perform the new or additional duties and responsibilities (if applicable).
 - b. the required timeframes in all instances, including instances where the commander or director believes the reclassification is not warranted.
5. The affected employee must be provided with a copy of the essential job functions list and acknowledge receipt using a Form 42, Receipt or Appraisal of Orders.
6. Upon receipt of the request for reclassification, HRD will record the date received, place a tracking number on the Form 06-28 and return a copy directly to the affected employee.
7. Processing Requests
 - a. Requests associated with encumbered positions will be processed by HRD in the order in which they are received, unless directed otherwise by the Superintendent.
 - b. Requests associated with the reclassification of vacant positions may be processed by HRD upon receipt, consistent with the needs of the MSP.
8. The Appointing Authority will notify the affected employee and his commander or director of the final disposition of all requests for reclassification, which may include:
 - a. approval;
 - b. modification of the request;
 - c. denial; or
 - d. removal or modification of duties and responsibilities assigned to the position.
9. The effective date of all approved position reclassifications will coincide with the commander's or director's certification of the date on which the duties and responsibilities warranting the reclassification were assigned.
10. The effective date of an approved position reclassification may not be earlier than one year before the date on which the reclassification is approved.

Approved:

Colonel Marcus L. Brown
Superintendent 02/01/2014