



# Conversion Manual Guide

The State Auditor's Office's State Classification Team partnered with the Office of the Comptroller of Public Accounts (Comptroller's Office) to produce the conversion manual, a document that assists state agencies with changes the Legislature made to the State's Position Classification Plan each legislative session. The conversion manual outlines those changes and provides guidance on the necessary payroll actions state agencies must make prior to the start of each biennium. This guide assists state agencies on how to use the conversion manual.

## **The State's Position Classification Plan**

The State's Position Classification Plan (Plan) provides the salary structure for classified employees in state agencies (excluding legislative agencies and higher education institutions). Each biennium, the State Auditor's Office's State Classification Team has a statutory responsibility to review the Plan to determine its competitiveness and make recommendations to the Legislature. The State Auditor's Office releases biennial reports that outline recommended changes to the Plan prior to the beginning of each legislative session. However, any recommended changes to the Plan require legislative action. Therefore, state agencies must wait until after each legislative session to review and implement any potential changes. This conversion manual reflects the changes that the Legislature adopted for the 2020-2021 biennium. Article IX, Section 2.01, of the General Appropriations Act highlights the approved Plan.

## **Changes to the Plan**

State agencies are responsible for reviewing all changes to the Plan and ensuring that employees are appropriately classified. Changes to the Plan include the following actions:

### *Reallocation:*

Occurs when a specific job classification title is assigned to a higher or lower salary group from a previously designated salary group. Reallocation happens for a variety of reasons, such as better alignment of the job classification title with the average market pay or creating internal parity within the Plan with other similar jobs. For example, on average, salary ranges for the Maintenance Specialists were below the market range. Reallocating Maintenance Specialists to a higher salary group would enable state agencies to adjust those salaries to be more competitive.

Employees who are in job classification titles that are being reallocated must be paid at least the minimum of the new salary group. State agencies do not have the authority to pay employees below the minimum of their salary group. If there is a cost to bring an employee's pay up to the minimum of the new salary group, state agencies are responsible for funding that cost.



# Conversion Manual Guide

## *Deletion:*

Occurs when a job classification title is underused or not used at all, had duties that overlapped with another job classification title, or no longer provided a competitive salary. If a job classification title is deleted, state agencies are responsible for reviewing the work of employees in those titles and taking action to move them to an appropriate job classification. For example, the Claims Assistant was deleted after the 86th Legislative Session, because state agencies were not using it.

## *Title Change:*

Occurs when the title of a job classification is changed to better describe the job functions, to reflect current industry terminology, and to create title consistency. Title changes may also occur if a level within the job classification series is added or deleted and the job classification series needs to be renumbered. For example, if the Engineer I job classification title is deleted from the Engineer job classification series as recommended, the Engineer II job classification title will need to be changed to Engineer I. In general, those changes will not require action from an agency, and they are completed through changes in the Comptroller's Office's automated system.

## *New Job Classification Title:*

Occurs when a new job classification title is added to address gaps in the Plan, to provide state agencies with new titles that more clearly distinguish the work being performed that is not captured within the Plan, or to create a new level in a job classification series. The Payroll Specialist job classification series is an example.

When a job classification series is newly created or when a current series adds additional levels, state agencies should review employees who are classified in other job classification series (e.g., Program Specialist) or other job classification levels to determine whether those employees would be more appropriately classified in one of the new job classification series or levels.

## *Salary Schedule Change:*

Occurs when the job classification title is reassigned to another salary schedule to reflect the changing nature and complexity of the job. For example, reassigning Fingerprint Analyst I, II, and III from Salary Schedule A to Salary Schedule B.

## *Classification Number Change:*

Occurs when the job classification number is changed to ensure proper numbering, to address numbering inconsistencies, or to enhance the overall consistency and usability of the Plan.



# Conversion Manual Guide

## Summary of Changes for the 2020-2021 Biennium

The 86th Legislature adopted the following changes applicable to the 2020-2021 biennium. Details on the changes can be found in the conversion manual. When new job classification titles were added, new job descriptions also were added to the Plan.

<b>Summary of Plan Changes</b>	
Total job classifications for the 2018-2019 biennium	<b>1,091</b>
Deleted job classifications	- 36
New job classifications	+ 28
Total job classifications for the 2020-2021 biennium	<b>1,083</b>
<b>Additional Changes to the Plan</b>	
Reallocations	103
Title changes	76
Classification number changes	5

## The Conversion Process

The Comptroller's Office uses the following steps during the Plan conversion process. Specific questions on keying and coding changes should be directed to the Comptroller's Office.

- The Comptroller's Office will apply changes that resulted when the Legislature adopted the job classification listing; changes are either reallocations or reclassifications (based on the salary schedules as of August 31, 2019).
- Following the reallocations and reclassifications, the Comptroller's Office will then establish the fiscal year 2019 roll-over record for the 2020-2021 biennium.
- After making the changes described above, the Comptroller's Office applies any pay actions an agency makes. For example, state agencies may implement reclassifications, promotions, demotions, merit increases, or equity adjustments.