



Introduction

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, which helps state agencies implement changes that the Legislature makes to the State's Position Classification Plan. The conversion manual outlines those changes and provides guidance on the payroll actions that state agencies must take before each biennium. This guide helps state agencies 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). As required by statute, the State Auditor's Office's State Classification Team reviews the Plan each biennium 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 before each legislative session. 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 2024-2025 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; deletion; title change; new job classification title; new salary group; salary schedule change; and classification number change. These actions are described below.

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 Licensed Vocational Nurses were below the market range. Reallocating Licensed Vocational Nurses 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.

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 Associate Ombudsman job classification title was deleted after the 88th 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 and to reflect current industry terminology. For example,

changing the Interpreter job classification series to Interpreter/Translator would provide a better description of broad duties and responsibilities with the job classification series. In addition, title changes may occur if a level within the job classification series is added or deleted and the job classification series needs to be renumbered. In general, those changes will not require action from an agency; 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 and create new levels in a job classification series. The Emergency Medical Services Specialist job classification series is an example.

When a job classification series is newly created or levels are added to a current series, 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.

New Salary Group:

Occurs when an additional salary group is added to a salary schedule to provide state agencies the flexibility to offer market-competitive salaries to help recruit and retain employees in certain job classification titles. For example, salary group A22 was added to Salary Schedule A.

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, the State Park Police Officer job classification series was reassigned from Salary Schedule B to Salary Schedule C.

Classification Number Change:

Occurs when the job classification number is changed to ensure proper numbering, to address numbering inconsistencies, and to enhance the overall consistency and usability of the Plan. For example, see the Intelligent Transportation Systems Specialist job classification series.

Summary of Changes for the 2024-2025 Biennium

The 88th Legislature adopted the following changes applicable to the 2024-2025 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.

Summary of Plan Changes

Total job classifications for the 2022-2023 biennium	1,135
Deleted job classifications	- 35
New job classifications	+ 58
Total job classifications for the 2024-2025 biennium	1,158
Additional Changes to the Plan	
Reallocations	567
Title changes	42
Classification number changes	18

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, 2023).
- Following the reallocations and reclassifications, the Comptroller's Office will then establish the fiscal year 2023 roll-over record for the 2024-2025 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.