

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: POSITION CLASSIFICATION AND JOB DESCRIPTIONS

CATEGORY: HUMAN RESOURCES

Policy

The Idaho Division of Human Resources (DHR) has developed a job classification system to be used by state agencies to allocate specific job classifications to a pay grade based upon an analysis of actual position duties and responsibilities. Job requirements can change over a period of time resulting in the need to review the job classification assigned to a position(s).

It is therefore the policy of the Idaho Department of Juvenile Corrections (IDJC) that it is the mutual responsibility of all supervisory staff and Human Resources (HR) to be alert to significant changes in the responsibilities of a position and to make appropriate requests to evaluate a job classification when necessary.

Operating Procedures

- I. Review of job classifications
 - A. HR will consult with Division Administrators to determine any job classifications to review as needed, based upon changes in position requirements.
 - B. When requested, HR, in consultation with position incumbent(s), management, and subject-matter experts, will analyze, develop and/or revise state job classifications used by the IDJC and maintained on the DHR website. If the state job classification is used by other agencies, recommended revisions will be coordinated by HR with all other user agencies through DHR.
 - C. Positions may be reclassified in the same pay grade, upward, or downward as determined by an analysis of the duties and responsibilities assigned to a specific position.
 1. As appropriate, positions should be reviewed and analyzed for any changes when the position becomes vacant.

2. If there is an incumbent in a position being reclassified upward and the reclassification is in the next step of the same job family, the incumbent may be reclassified with the position, as long as the incumbent meets the minimum qualifications for the new classification.
 3. If the reclassification of the position is to a new job family, or when the position is to be reclassified from a staff job classification to a supervisor or manager job classification, the opening, at a minimum, must be offered as a department promotional opportunity.
 4. The downward reclassification of a position is considered a non-disciplinary demotion. When an analysis of the position by HR staff results in the downward reclassification of a position, the employee shall be notified of the non-disciplinary demotion. Such notice shall be given at least 15 calendar days prior to the effective date of the downward reclassification. A downward reclassification of two or more pay grades is also considered a layoff and will fall under the requirements of the Reduction in Force (313) policy and procedure.
- D. The IDJC may abolish a position for reasons of administrative efficiency. Employees to be separated as a result shall have layoff and re-employment preference in accordance with Idaho Personnel Commission Rules 140 through 147 (IDAPA 15.04.01).

II. Creation of new state job classification

- A. It is the responsibility of HR to obtain the approval of the DHR and the Idaho Division of Financial Management prior to establishing any new job classification. Such approval will include the classification of positions and allocation to a pay grade in the compensation schedule. Approval by the Administrative Services Administrator for sufficiency of funds is also required.
- B. No person shall be appointed to, employed in, or paid for services in any classified position until the job classification has been established, classified, and allocated to a pay grade.

III. Salary

- A. An upward reclassification will result in the employee moving to the appropriate pay grade for the new position and their wage adjusted to the minimum entry level of the new pay grade, but in no case less than they were earning immediately prior to the reclassification. Any salary increase associated with a reclassification to a higher pay grade in excess of the minimum level of the new pay grade will be considered on a case by case basis, requiring recommendations of the Division Administrator, Administrative Services Administrator, and Human Resources Officer, and final approval by the Director.

- B. Whenever it is necessary to reclassify a position downward an existing employee's salary will be protected in the lower paygrade but not to exceed the maximum of the lower paygrade.

IV. Job descriptions

Specific IDJC job descriptions will be created for all positions within the IDJC. The format of these job descriptions is more comprehensive as compared to the job classifications on the DHR website and will include information pertaining to the essential functions of the position. Employees and supervisors are responsible for reviewing an employee's job description at the time of the employee's annual performance evaluation and, if necessary, contacting HR if there are changes recommended to the job description. Job descriptions may include the following:

- A. Principal duties and responsibilities of the position, with reference to required key competencies for the position;
- B. Minimum level of education and training required, including CPR or first aid, for example;
- C. Requirements for licensure, certification and/or registration;
- D. Work-related experience required/preferred;
- E. Reference to experience required/preferred in working in institutional, correctional or juvenile settings, if justified;
- F. Job title, department, exempt/non-exempt classification, reporting relationships; and
- G. Physical requirements, location, and working conditions of the job.

Reference: [Glossary of Terms and Acronyms](#)
 Sections 67-5308, 67-5309, 67-5312, Idaho Code
 IDAPA 15.04.01 - Division of Human Resources and Idaho Personnel
 Commission Rules

Desk Manuals: *None*

Related Policies: [Reduction in Force \(313\)](#)

Related Forms: [Position Description Action Form](#) (DHR form)