

## **101 KAR 2:020. Job classification plan.**

RELATES TO: KRS 18A.005, 18A.030(2), 18A.032, 18A.110(1)(c), (7)

STATUTORY AUTHORITY: KRS 18A.030(2), 18A.110(1)(c), (7)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 18A.110(1)(c) and (7) require the Secretary of Personnel to promulgate administrative regulations, which govern the classification plan for all positions in the classified service so that the same qualifications may reasonably be required for, and the same schedule of pay equitably applied to, all positions in the same job classification. This administrative regulation establishes the classification plan for classified service.

Section 1. Interpretation of Job Class Specifications. (1) Job class specifications shall describe and explain the job duties and responsibilities typically assigned to a position within a particular job classification.

(2) Job class specifications shall indicate the kinds of positions to be allocated to the various job classifications as determined by their characteristics and duties or responsibilities. Characteristics and duties or responsibilities of a job classification shall be general statements indicating the level of responsibility and discretion of positions in that job classification.

(3) Examples of duties or responsibilities of a job classification shall not be construed as:

(a) Describing what the duties or responsibilities of a position shall be; or

(b) Limiting the appointing authority's ability to assign or alter the duties and responsibilities of a position.

(4) The use of examples describing the duties or responsibilities of a job classification shall not be regarded as excluding assignment of other duties or responsibilities not mentioned which are of similar kind or quality.

(5) Job class specifications shall establish the minimum requirements, which are comprehensive statements of the minimum background as to education, experience, and other qualifications required for the job classification.

(6) The job class specification may contain special requirements, additional requirements, unique physical requirements, or typical working conditions.

(7) The Personnel Cabinet may change any job class specification in whole or part.

Section 2. Official Copy of Job Class Specifications. (1) The Personnel Cabinet shall maintain a master set of all approved job class specifications. These specifications shall constitute the official job class specifications in the job classification plan. The copies of the specification for each job classification shall indicate the date of establishment or the last revision of the specification.

(2) The Personnel Cabinet shall make available job class specifications in an electronic format.

Section 3. Title of Position and Job Classification. (1) The official title of the job classification to which a position has been allocated shall be used to designate the position in payrolls and other official records, documents, and communications in connection with all personnel processes. For purposes of internal administration or for a purpose not involving the personnel processes, an office title or abbreviation may be used in lieu of the job classification title.

(2) The Personnel Cabinet may change the title of a job classification to more accurately describe job functions that have been or may be assigned to a job classification.

Section 4. Position Descriptions. Position descriptions shall state, in detail, the duties and

responsibilities assigned to an individual position. If the duties and responsibilities assigned to a position are changed in a material and permanent way, the supervisor making the recommendation shall timely submit to the appointing authority for the agency a position description, stating the revised duties and responsibilities. If the appointing authority approves the material and permanent assignment of the duties and responsibilities, the new position description shall be forwarded to the Secretary of the Personnel Cabinet with the appointing authority's recommendation for reclassification. (13 Ky.R. 410; eff. 9-4-1986; 16 Ky.R. 568; 1575; eff. 1-9-1990; 26 Ky.R. 90; 558; eff. 8-25-1999; 42 Ky.R. 76; eff. 10-2-2015; 45 Ky.R. 127; eff. 10-5-2018.)