State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: September 25, 2006	**Subject:** Downgrading Positions For Developmental Purposes
Locator No: OSER-0139-MRS	

This bulletin replaces Bulletin P-20 that was issued on April 12, 1979. The purpose of this bulletin is to provide direction on the appropriate procedure for downgrading positions for developmental purposes. For instances where a sufficient number of qualified applicants are not available to fill a position at the objective level, Trainee classifications could be used, or the position could be downgraded one classification level below the objective level for developmental purposes.

Agencies needing to downgrade positions for developmental purposes must comply with the following procedures:

1. Agencies may use their delegated classification, recruitment, applicant evaluation, and certification authority to downgrade and fill any position within a progression series.

2. Any position not in a progression series which is downgraded for developmental purposes may be filled only after the position has been formally downgraded by removing duties that support the higher level, a human resources professional has approved the classification of the downgraded position, and a job announcement has been posted to the appropriate area of competition (i.e., open, servicewide, or agencywide).

Note: Whenever practicable, announcements for positions which are downgraded for developmental purposes should explain the potential for upgrading through reclassification, the objective level for the position(s), and the expected minimum amount of time on the job which would be required prior to upward reclassification.

An examination is not required for lateral transfer or voluntary demotion to the downgraded position. An examination and a rank within certifiable range are, of course, required for a promotion to the downgraded position.

3. To provide additional oversight of the downgrading process, when an agency is seeking to downgrade a position not within a progression series <u>more than one classification level</u> for developmental reasons, the agency is required to consult with the DMRS Human Resources Consultant assigned the classification for recruitment and examination purposes to obtain any special appointment instructions if necessary prior to filling the position.

4. Whenever a position not within a progression series is downgraded for developmental purposes, it should be so designated in the "Comments" section of the Certification Request or special notation must be made on the records contained in automated systems agencies may be using in lieu of the certification request form. If this is not a new position from a funding standpoint and the objective level duties and responsibilities are unchanged, the "Replacement Same Duties"

box on the Certification Request should be marked to indicate that it is the intent of the agency to eventually reclassify the position to the level of the previous incumbent. Recognizing this intent, agencies should take great care in restructuring and describing the "downgraded" position so:

a. The duties and responsibilities described on the Position Description are best identified by the classification requested upon an employee's entry into the position.

b. The changes in the duties and responsibilities which are intended to occur in the future will be easily identifiable and recognizable as having been made in a logical and gradual manner and are a natural outgrowth of the duties described on the original Position Description.

c. Special attention has been given to the completion of Item 16a (Supervisory Section) on the Position Description Form.

If a position is simply restructured with the intent of classifying it at an objective level which is lower than that of the previous position, the "Replacement Changed Duties" box on the Certification Request should be marked to indicate that this is not considered to be downgrading for developmental purposes and there is no intent of "automatic" progression to a higher classification level. If the position is to be downgraded but is restructured so that it will have a different objective level (either higher or lower), the "new" objective level should be identified in the "Comments" section on the Certification Request.

Downgrading of positions for developmental purposes to avoid using an existing employment register, or to avoid developing a competitive employment register when the proper method for filling the position is by competitive promotion, is prohibited.

The above procedures assume that the pertinent transfer provisions of collective bargaining agreements will be adhered to when filling vacancies. Consideration should be given to lateral transfers at the objective level, or intermediate levels if a position will be downgraded more than one classification level, prior to determining which position will be downgraded for developmental purposes.

If you have any questions regarding interpretation of this bulletin, please contact Diane Siegler at (608) 267-0408 or by email at Diane.Siegler@Wisconsin.gov.

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