

Job Classifications and Role Changes

What is a job classification?

All classified positions (and even non-student wage positions) are broken down into occupational families and then career groups and, lastly, to roles. This structure helps to group similar positions based upon the type of work performed and then to further distinguish into various roles, within different pay bands, based on complexity, results and accountability. The levels of complexity, results and accountability are determined by the position description. Job classification is indicated by the state role title (ex: Trades Tech I, Electronic Technicians III, Administrative Office Specialist III, etc.).

Classification Example:

Occupational Family:
Engineering and Technology

Career Group:
Electronics

Role:
Electronics Technicians III

Classification Impacts:

- Compensation analysis
 - Hiring decisions
 - Salary studies
 - IBAs/role changes
- Type of personnel transaction: Lateral transfer (within the same pay band), demotion (lower pay band), promotion (higher pay band)

It is important to review and continually update position descriptions as significant changes in a position description (scope, duties, and/or responsibilities) could warrant a change in classification (role change). This could be a lateral, upward or downward role change.

Process to Request A Role Change:

1. Update position description
2. Consult with your representative on the HR Consultant Team
3. Complete and submit PAR and PAW forms

Role changes can be submitted at any time during the year and are reviewed during an in-band adjustment period, which is typically in the fall. This year there will be a spring review of role changes (upward only)! Requests must be submitted to the HR Consultant Team by February 28 for consideration in this cycle. All requests will be reviewed to determine appropriate classification.

The Virginia Department of Human Resource Management has a complete listing of all classifications.