**MEMORANDUM**

**To:** DAS Classification and Compensation

**From:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Subject:** Classification Analysis - Establishment

**POSITION DATA**

WD Position Number: Click or tap here to enter text.

Supervisor: Click or tap here to enter text.

Division/Section/Unit: Click or tap here to enter text.

Recommended Classification: Click or tap here to enter text.

FLSA: Click or tap here to enter text.

Service Type: Click or tap here to enter text.

Union and Code: Click or tap here to enter text.

Position Type: *(Perm, LD, Temp)*: Click or tap here to enter text.

Effective Date: Click or tap to enter a date.

**BACKGROUND & BUSINESS NEED**

***In this section, describe in detail what has changed in the organization that has created the need for this position and the position’s purpose. For example, is there a new program? Is this position being established to provide additional resources? What is the purpose?***

Click or tap here to enter text.

**CLASS SPECIFICATIONS CONSIDERED**

***List the relevant classifications considered.***

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

**ANALYSIS/CONCLUSION**

***Give at least two reasons why it is not a specific classification and 2-3 examples of why it is, including comparison to peer positions for the purpose of organizational equity. Utilize the classification information given in the General Description of Class and Distinguishing Features. Do not reference the typical duties sections as duties can be performed at multiple levels.***

Click or tap here to enter text.

***Recommended Classification:*** Click or tap here to enter text.

**FLSA**

*Select one*

[ ]  **Non-exempt:** This position meets the criteria under the FLSA to be non-exempt. This position does not customarily and regularly exercise discretion and independent judgment. Additionally, this position does not perform work requiring knowledge of an advance type in a field of science or learning, work that is original and creative in character in a recognized field of artistic endeavor, or teaching, tutoring, or lecturing in the activity of imparting knowledge. This position does not perform as a primary duty the management of the enterprise or of a customarily recognized department or subdivision. Therefore, non-exempt, and eligible for overtime is appropriate.

[ ]  **Exempt-Administrative:** This position meets the criteria under the FLSA to be exempt-administrative. This position customarily and regularly exercises discretion and independent judgment in the performance of work. In this capacity, this position performs a primary duty directly related to management policies or general business operations. Therefore, exempt – administrative and not eligible for overtime is appropriate.

[ ]  **Exempt-Executive:** This position meets the criteria under the FLSA to be exempt-executive. This position customarily and regularly exercises discretion and independent judgment in the performance of work. Additionally, this position exercises hire and fire authority of two or more employees. Therefore, exempt – executive and not eligible for overtime is appropriate.

[ ]  **Exempt-Professional:** This position meets the criteria under the FLSA to be exempt-professional. This position customarily and regularly exercises discretion and independent judgment in the performance of work. Additionally, this position performs work requiring knowledge of an advanced type in a field or learning customarily acquired by a prolonged course of specialized, intellectual instruction. This position performs work that is original and creative in character in a recognized field of artistic endeavor, performs work primarily in teaching, tutoring, or lecturing in the activity of imparting knowledge; or holds licensure and practices law or medicine. Therefore, exempt – professional and not eligible for overtime is appropriate.

**Advanced knowledge field:** Click or tap here to enter text.

[ ]  **Exempt-Computer:** This position meets the criteria under the FLSA to be exempt-computer. This position customarily and regularly exercises discretion and independent judgment in the performance of work. Additionally, this position’s primary duty requires:

[ ] The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications; **or**

[ ] Work involving the design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on, and related to user or system design specifications; **or**

[ ] Work involving the design, documentation, testing, creation, or modification of computer programs related to machine operating systems; **or**

[ ] Work involving a combination of the duties outlined above and requires the same level of skills.

**SERVICE TYPE**

*Select one*

[ ]  **Classified, Represented:** This position does not meet management non-supervisory, confidential, or supervisory exclusion criteria. This position does not assist or act in a confidential capacity to a person who formulates, determines, and effectuates management policies around collective bargaining. This position does not possess the authority to formulate and carry-out management decisions or represent management’s interests and does not have the discretion in the performance of these management responsibilities beyond the routine discharge of duties. This position does not exercise supervisory authority to hire, discharge, reward, or discipline. Therefore, classified and represented by a union is appropriate.

[ ]  **Classified, Unrepresented:** This position does not meet management non-supervisory, confidential, or supervisory exclusion criteria. This position does not assist or act in a confidential capacity to a person who formulates, determines, and effectuates management policies around collective bargaining. This position does not possess the authority to formulate and carry-out management decisions or represent management’s interests and does not have the discretion in the performance of these management responsibilities beyond the routine discharge of duties. This position does not exercise supervisory authority to hire, discharge, reward, or discipline. Therefore, classified and not represented by a union is appropriate.

[ ]  **Management Service – Supervisory:** This position meets the criteria for management service – supervisory as defined in ORS 243.650(23). This position has the authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of the authority is not of a merely routine or clerical nature but requires the use of independent judgment. Therefore, management service – supervisory (MMS) is appropriate.

[ ]  **Management Service – Managerial:** This position meets the criteria for management service – managerial as defined in ORS 243.650(16). This position has the authority to formulate and carry-out management decisions or represent management’s interest by taking or effectively recommending discretionary actions that control or implement employer policy and has discretion in the performance of these management responsibilities beyond the routine discharge of duties. Therefore, management service – managerial (MMN) is appropriate.

Types of duties and decisions that support this include:

Click or tap here to enter text.

[ ]  **Management Service – Confidential:** This position meets the criteria for management service – confidential as defined in ORS 243.650(6). This position has the authority to formulate, determine, and effectuate management policies in the area of collective bargaining. Therefore, management service – confidential (MMC) is appropriate.

Types of duties and decisions that support this include:

Click or tap here to enter text. Click or tap here to enter text.

[ ]  **Executive Service:** Positions serving in an executive service capacity *must* have a full analysis describing why this position meets the unclassified, executive service criteria.

[Enabling statute](https://www.oregon.gov/das/HR/Documents/Agency_Head_Appointments.pdf) for agency: Click or tap here to enter text.

*Describe how the agency director, deputy, or other executive service position is appointed. Describe how is this position is appointed.*

Click or tap here to enter text.

*Cite which category of unclassified service the position meets. Position description must feature the appropriate Conditions of Employment statement in section 10. Please reference the*

[ORS 240.205](https://www.oregonlegislature.gov/bills_laws/ors/ors240.html): Click or tap here to enter text.

[*Conditions of Employment Statements*](https://www.oregon.gov/das/HR/SiteAssets/Lists/Accordion/EditForm/Conditions%20of%20Employment%20statement%20list%202020.pdf)*.*

*The CHRO will facilitate the process in obtaining approval, where applicable.*

**ADDITIONAL INFORMATION FOR CONSIDERATION**

Click or tap here to enter text.