**Position Number(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Classification Title and Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee’s Name(s) (or vacant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** Review the position description to determine which service type the position falls within. After review, 1) mark the appropriate service type and then 2) the basis for the management designation. If the position fails to meet any of the categories below, the position should be coded as CLASSIFIED SERVICE.

1. **Position Service Type**
2. **\_\_\_\_\_\_ Unclassified (Executive) Service:** Defined in ORS 240.205 as 1) one executive officer and secretary for a board/commission; 2) department director, agency head, or full-time salaried board/commission member appointed by the Governor and one secretary; 3) division administrator within a state department appointed by director/agency head with Governor approval and one secretary; 4) principal assistants, deputies, and one secretary (Note: Deputy reports to a director, agency head, or administrator listed in items 1) to 3). Principal assistant is a manager of a major agency organizational component reporting directly to an executive/administrative officer listed in items 1) to 3) AND with the approval of the DAS Director; or 5) employees in the Governor’s Office.
3. **\_\_\_\_\_\_ Management Service:** Defined in ORS 240.212, positions in state service, not in the exempt or unclassified service, determined to be supervisory, managerial, or confidential. (See below.)
4. **Basis for Management Designation**

|  |  |  |
| --- | --- | --- |
| **Supervisory \_\_\_\_\_\_** | **Managerial \_\_\_\_\_\_** | **Confidential \_\_\_\_\_\_** |
|  |  |  |
| **Supervisory Designation:**  A position meets the requirements of the supervisory designation when:   * The person in the position has the authority to do **ONE OR MORE** of the following in the interest of the employer:   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 to effectively recommend such action(s).  ***AND***   * The exercise of the authority is not of a merely routine or   clerical nature but requires the use of independent judgment.  ***Note:*** *A nurse, charge nurse or similar nursing position may not be deemed to be supervisory unless that position has traditionally been classified as supervisory.* | **Managerial Designation:**  A position meets the requirements of the managerial designation when the person in the position has the authority to:   * Determine the service or product to be produced by the agency, such as:     Policy  Implement or discontinue programs    Institute or change fees  ***OR***   * Determine the terms upon which the service or product to be offered   ***OR***   * Determine who the service or product will serve   ***OR***     * Is a non-supervisory Human Resource employee who advises and makes recommendations to management and supervisory staff or an Appointing Authority | **Confidential Designation:**  A position meets the requirements of the confidential designation when:   * The person in the position makes decisions in the collective bargaining process   ***OR***   * The person in this position is required to assist a decision maker(s) in the collective bargaining process in areas such as:   Research bargaining concepts  Develop bargaining concepts  Compiles bargaining concepts  Prepares materials for bargaining concepts  Computes costs to agency’s bargaining concepts  Makes recommendations regarding bargaining concepts  Takes notes during collective bargaining  Takes minutes and/or types minutes from collective bargaining  ***Note:*** *There are no confidential employees in an agency where the employees are not represented by a union.* |