Classifications

This section is used for modifying a Class Spec (classification specification). Addition of a Class Spec to ATS is reserved for DHR. Please contact a DHR representative if you have questions.

Modifying class spec -
When modifying Class Specs you need to be sure that the changes you are making are based on job analysis and have been discussed with SMEs (subject matter experts) and agency management.

Revisions may be made to agency specific classifications by that agency only. The only revision that may be made to general classifications is the addition of mq specialties using job analysis as when modifying agency specific classifications. (MQ specialties for general classifications that have standardized examinations such as online timed testing (LXR) will be conducted by DHR. Please contact a DHR representative if you have questions.)

Finding Classifications in ATS –

- Sign on to ATS
- Click on **Classifications** from the Main Menu.

Tasks Applicants Agencies Announcements Classifications Exams SME Sign Out

- To find the specific classification you can either choose the letter of the first word in the title or the number of the class code (minus the first zero).

Click on a letter to view the classification titles beginning with that letter.
Click on a number to view the classification titles beginning with that class code number.

Classification Change Report

System Classifications - ()
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 Inactive

Class Code (Click to edit)	Classification (Click to edit)	Last Update	Updated By	Published	# Comp. Apps (Click to view)	# HL's (Click to view)

Add New Classification

- When you Click on the letter it will list all of the class specs starting with that letter
  OR
- When you Click on the number that is the beginning number of the class code (minus the first leading zero) it will list all of the class specs whose class code starts with that number.

For example - Financial Management Analyst, Senior.

- We could choose **'F'** to find the class spec.

Classification Change Report

System Classifications - (F)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 Inactive

Class Code (Click to edit)	Classification (Click to edit)	Last Update	Updated By	Published	# Comp. Apps (Click to view)	# HL's (Click to view)
03042	Facilities Manager	6/13/2006 11:42:01 AM	-7	True	0	0
07581	Facility Administrator, Nursing Home	6/13/2006 11:42:13 AM	-7	True	0	0
05280	Facility Scheduling Coordinator	4/27/2007 5:18:24 PM	-17	True	87	4
06604	Facility Services Manager	11/2/2006 9:06:28 AM	-13	True	0	1
09097	Family and Children's Services Interstate Compact Officer	6/13/2006 2:04:00 PM	-7	True	178	5
06501	Field Representative, Senior	6/13/2006 3:58:23 PM	-7	True	0	0
04443	Financial Examiner / Investigator 1	8/27/2007 10:32:24 AM	-1391	True	0	0
04441	Financial Examiner / Investigator 2	4/9/2007 10:29:35 AM	-17	True	0	0
04439	Financial Examiner / Investigator 3	4/9/2007 10:31:10 AM	-17	True	0	0
04437	Financial Examiner / Investigator 4	4/9/2007 10:32:44 AM	-17	True	0	0
04240	Financial Executive Officer	7/21/2006 3:51:11 PM	-13	True	136	10
04423	Financial Institution Examiner 1	12/7/2007 10:46:10 AM	-17	True	204	4
04421	Financial Institution Examiner 2	6/14/2006 8:06:11 AM	-7	True	41	5
04419	Financial Institution Examiner 3	6/14/2006 8:06:22 AM	-7	True	6	3
04415	Financial Institution Examiner, Commissioned	6/14/2006 8:06:32 AM	-7	True	1	1
04413	Financial Institution Examiner, Commissioned Senior	6/14/2006 8:06:43 AM	-7	True	0	0
04408	Financial Institutions Bureau Chief	6/14/2006 8:09:47 AM	-7	True	3	2
05209	Financial Management Analyst, Senior	4/27/2007 5:19:41 PM	-17	True	0	0
04242	Financial Manager	6/14/2006 8:10:11 AM	-7	True	57	6
04241	Financial Officer	6/14/2006 8:10:21 AM	-7	True	109	6

Or

- We could choose **'5'** for the class code of 05209.

Classification Change Report

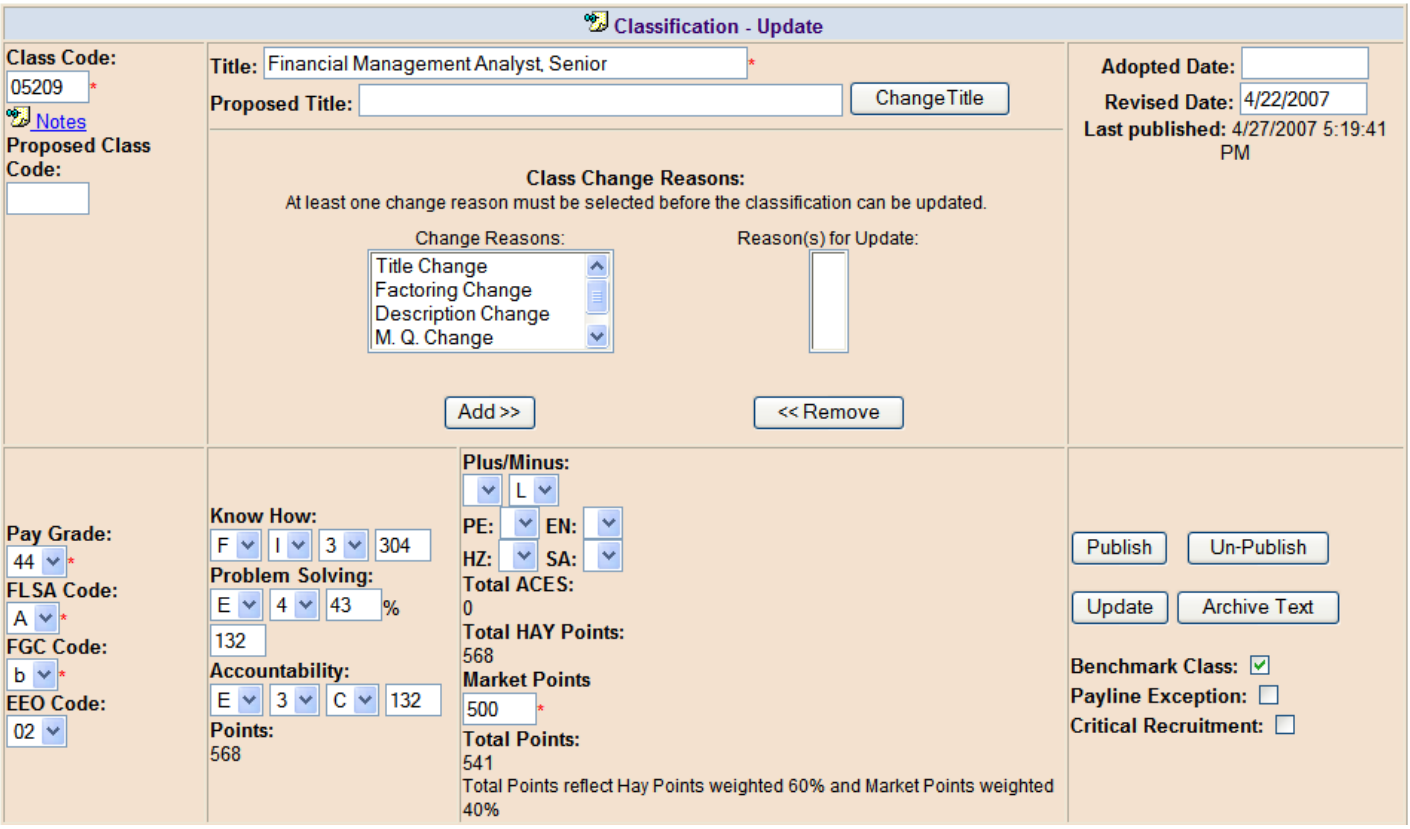
System Classifications - (5)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 Inactive

Class Code (Click to edit)	Classification (Click to edit)	Last Update	Updated By	Published	# Comp. Apps (Click to view)	# HL's (Click to view)
05114	Organizational Development Specialist	6/13/2006 11:44:56 AM	-734	True	0	2
05120	Training and Development Manager	6/14/2006 12:50:47 PM	-23	True	35	3
05122	Training Specialist	6/14/2006 12:51:05 PM	-23	True	713	30
05126	Trainer, Associate	6/14/2006 12:50:39 PM	-23	True	201	10
05130	Human Resource Manager	6/12/2006 9:20:35 AM	-1613	True	0	0
05131	Human Resource Officer	6/12/2006 9:20:15 AM	-1613	True	49	4
05133	Performance Development Specialist	6/12/2006 10:14:53 AM	-14	True	0	0
05134	Human Resource Specialist, Senior	7/3/2007 3:14:29 PM	-145	True	589	42
05141	Human Resource Specialist	6/12/2006 9:19:21 AM	-1613	True	1392	42
05146	Employee Benefits Specialist	4/27/2007 5:22:10 PM	-17	True	1	1
05158	Human Resource Associate	10/1/2007 10:25:29 AM	-27	True	1057	30
05159	Personnel Technician	2/20/2007 3:39:38 PM	-1452	True	936	47
05172	Human Resources Unit Supervisor	3/29/2007 8:14:09 AM	-14	True	34	2
05200	Quality Assurance Manager	8/10/2007 11:44:59 AM	-17	True	0	0
05202	Quality Assurance Auditor	8/10/2007 11:30:12 AM	-17	True	15	2
05206	Management Analyst	6/13/2006 3:20:32 PM	-1419	True	328	6
05207	Management Analyst, Senior	6/13/2006 3:21:18 PM	-1419	True	123	9
05209	Financial Management Analyst, Senior	4/27/2007 5:19:41 PM	-17	True	0	0
05224	Deputy Director, Commerce	6/14/2006 11:18:19 AM	-23	True	0	0
05226	Economist, Chief - DFM	6/12/2006 9:17:37 AM	-7	True	0	0

- Click on the title or class code to select the class spec needed.

Components of the Classification -
Classification – Update screen:



- Class Code and Proposed Class Code - changes are reserved for DHR
- Title and Proposed Title - changes need to be coordinate with DHR so that changes can be made with the State Controller's Office and the EIS class directory and meet standard naming conventions.
- Adopted date – this is the date that the classification was approved by DHR.
- Revised date – this is the date that any change to the classification was made.
- Last published – this is the date that the class spec was published to the DHR website.
- Class Change Reasons when modifying a class spec -
    - Title Change – when making title changes you will need to coordinate with DHR so that changes can be made with the State Controller's Office and the EIS class directory.
    - Factoring Change – these changes are reserved for DHR that include pay grade, FLSA code, FGC code, EEO code, Know How, Problem Solving, Accountability, etc.
    - Description Change – any changes that are made to Class Purpose, General Information, Principal Accountabilities,
    - MQ Change – any deletions, additions or modifications of the minimum qualifications identified on the class spec.
    - MQ Specialty Change – any additions, modifications to specialties identified on the class spec.
- Factoring Information – This includes Pay Grade, FLSA Code, etc. and Know How, Problem Solving, etc. and Aces, Points are reserved for DHR.
- Publish – this is the function when you want to publish the class spec to the DHR website.

- Unpublish – this is the function when you want to unpublish the class spec from the DHR website.
- Update – this is the function to save any changes made to
- Archive Text
- Benchmark Class, Payline Exception, and Critical Recruitment – these selections are reserved for DHR.
- Deletion of a Classification – this is reserved for DHR.

Body of the Classification –

This includes the following (not all sections are used for all classifications):

Class Purpose:

To analyze program and public policies, issues and needs; develop, implement, and coordinate policy improvement initiatives; plan and recommend organization structure and controls for financial management and related operations of state government; perform related work.

General Information:

This position uses a vast array of problem solving techniques, interpersonal skills, communication techniques, creative thinking skills, and reasoning skills and abilities. These are used to identify, understand and synthesize diverse cultural, social, organizational and technical processes in the following.

Principal Accountabilites:

facilitates activities among state departments and other units of government to achieve effective program operations.

4. Department technical assistance. Typical responsibilities: reviews State Code, Executive Orders, Attorney General Opinions, and federal regulations to advise departments and related public and private sectors on financial and management issues; advises departments on the budget development process; develops policies and procedures and provides training; approves allotment requests, staffing levels, program structures, grant applications, and other financial-control activities.

5. Management, training and supervision. Typical responsibilities: serves as team leader for multiagency or complex functional activities; advises and counsels decision-makers on appropriate management practices and procedures; may train other division personnel and provide input to supervisor for performance evaluations; may manage student intern projects.

Distinguishing Characteristics:

Nature and Scope:

Examples of Work:

Class Purpose:
This section describes the type of work and responsibilities that characterize the class. The first statement is an overview with following statements providing additional detail

General Information:
This section provides an outline of work to adequately describe a class of work. Special factors about the particular class of work may include such areas as extensive travel requirements, exposure to inclement weather or hazardous working conditions, shift work, etc.

Principal Accountabilities:
This section illustrates specific duties assigned to positions in the class in terms of typical examples rather than an all inclusive list of assignments. It does not define or limit the duties that may be assigned to an employee, and individual positions in the class will involve duties that are not listed.

Distinguishing Characteristics:
This section shows differences of classes within a series from one another. They describe the duties and responsibilities that separate the class from the next lower level, and if necessary, from the next higher level class in the series.

Nature and Scope:
This section provides a clear, concise overview of the work performed by the position.

Examples of Work:
This section provides specific work in more detail to help in making distinctions in the work being especially in a classification series.

Minimum Qualifications:

Good knowledge of accounting principles and practices.

Experience: developing and preparing financial documents; using a personal computer to develop, analyze, and report on financial data; analyzing financial activities and recommending management action.

Specialty Areas:

Some positions may be filled by specialty areas such as:

Experience: using Navision accounting software; performing financial analysis using 4th generation query tools (Business Objects, Oracle, or similar); developing a budget and preparing financial reports.

Some knowledge of state budget processes.

Good knowledge of supervisory practices.

Minimum Qualifications:

These describe the minimum level of qualifications for an applicant to be able to perform the essential functions of the job. The lowest level of acceptable education and/or experience required of an individual such that the individual could reasonably be expected to satisfactorily perform the duties of the position Are they practical in the sense that they are obtainable in the general labor market? They should normally be set to be reasonable and consistent with normal expectations of acceptable proficiency within the work force.

Specialty Areas:

These also describe the minimum level of qualifications for an applicant to be able to perform the essential functions of the job. However, they are only for certain positions.

Web View

FINANCIAL SPECIALIST, SENIOR CLASS NO. 04245

CLASS PURPOSE

To perform a full range of advanced professional financial duties requiring the application of accounting and/or auditing theory, principles, and practices; perform related work.

GENERAL INFORMATION

Some positions may require moderate to extensive travel.

DISTINGUISHING CHARACTERISTICS

This class is the second of six levels of professional accounting-related classes. Incumbents: 1) independently manage, control, and monitor a wide range of diverse, advanced financial functions as the sole or lead financial professional in an agency, region, or district; 2) performs as the senior specialist of a large or complex financial function; OR, 3) performs equivalent-level functions in which advanced professional financial skills are clearly required.

Contact with individuals outside a department to explain or defend actions and conclusions, respond to inquiries, or resolve sensitive and complex problems can vary.

Some positions may supervise the staff and activities of a financial unit or an agency financial operation.

NATURE AND SCOPE

Incumbents use their seasoned professional background to develop budgets, develop and maintain accounting systems, prepare complex financial documents, plan and review financial operations, and handle difficult or sensitive financial matters. They supervise or may conduct audits of increasing complexity and size. Incumbents supervise the preparation of or prepare and explain documents of findings and conclusions concerning the policies, procedures, operational methods, and financial position of an agency.

Incumbents design, modify, and implement financial-related systems or have a significant role in their development. They may audit financial data for completeness and compliance with federal and state laws and regulations. They participate in developing policies and procedures for financial reporting systems and conduct research into the financial needs of an agency.

Incumbents apply strong background in information technology to analyze, research, and maintain financial data, develop financial documents, and resolve problems.

Senior Financial Specialists analyze technical financial problems and provide professional assistance and advice concerning their solutions.

Consequences of actions in some positions may have legal implications.

MINIMUM QUALIFICATIONS

Good knowledge of accounting principles and practices.

Experience: developing and preparing financial documents; using a personal computer to develop, analyze, and report on financial data; analyzing financial activities and recommending management action.

SPECIALTY AREAS

Some positions may be filled by specialty areas such as:

Experience: using Navision accounting software; performing financial analysis using 4th generation query tools (Business Objects, Oracle, or similar); developing a budget and preparing financial reports.

Some knowledge of state budget processes.

Good knowledge of supervisory practices.

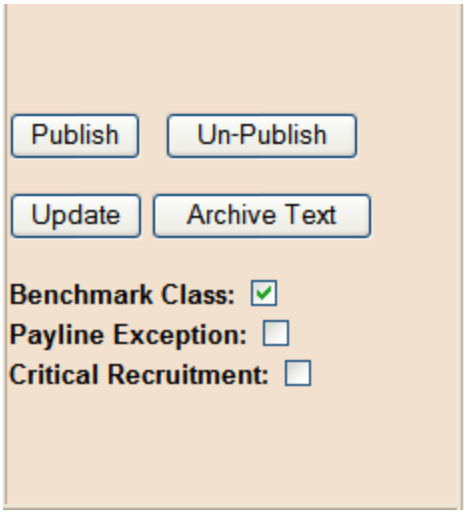
REVISED: 8/2/2007

Pay Grade: 39 Overtime Code: A

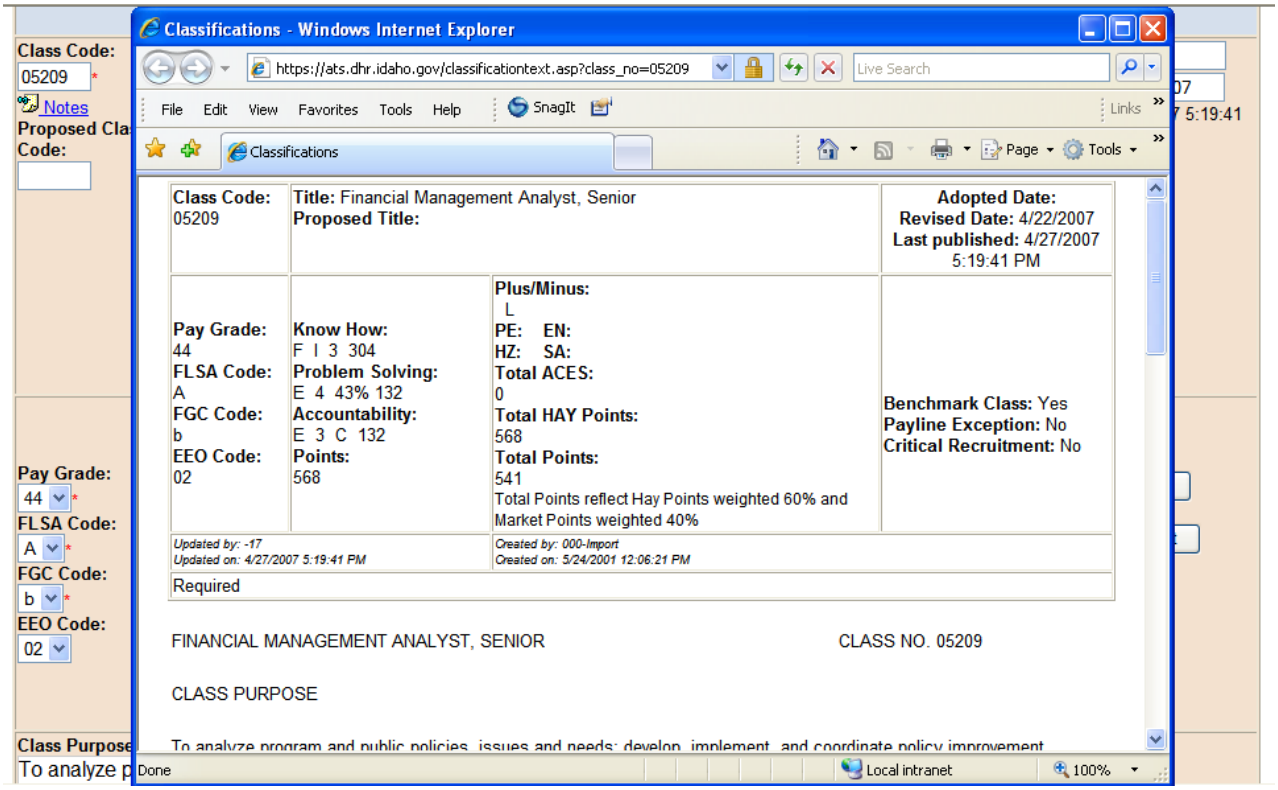
Modifying the Class Spec –

Take a snap shot of the class spec before making any changes.

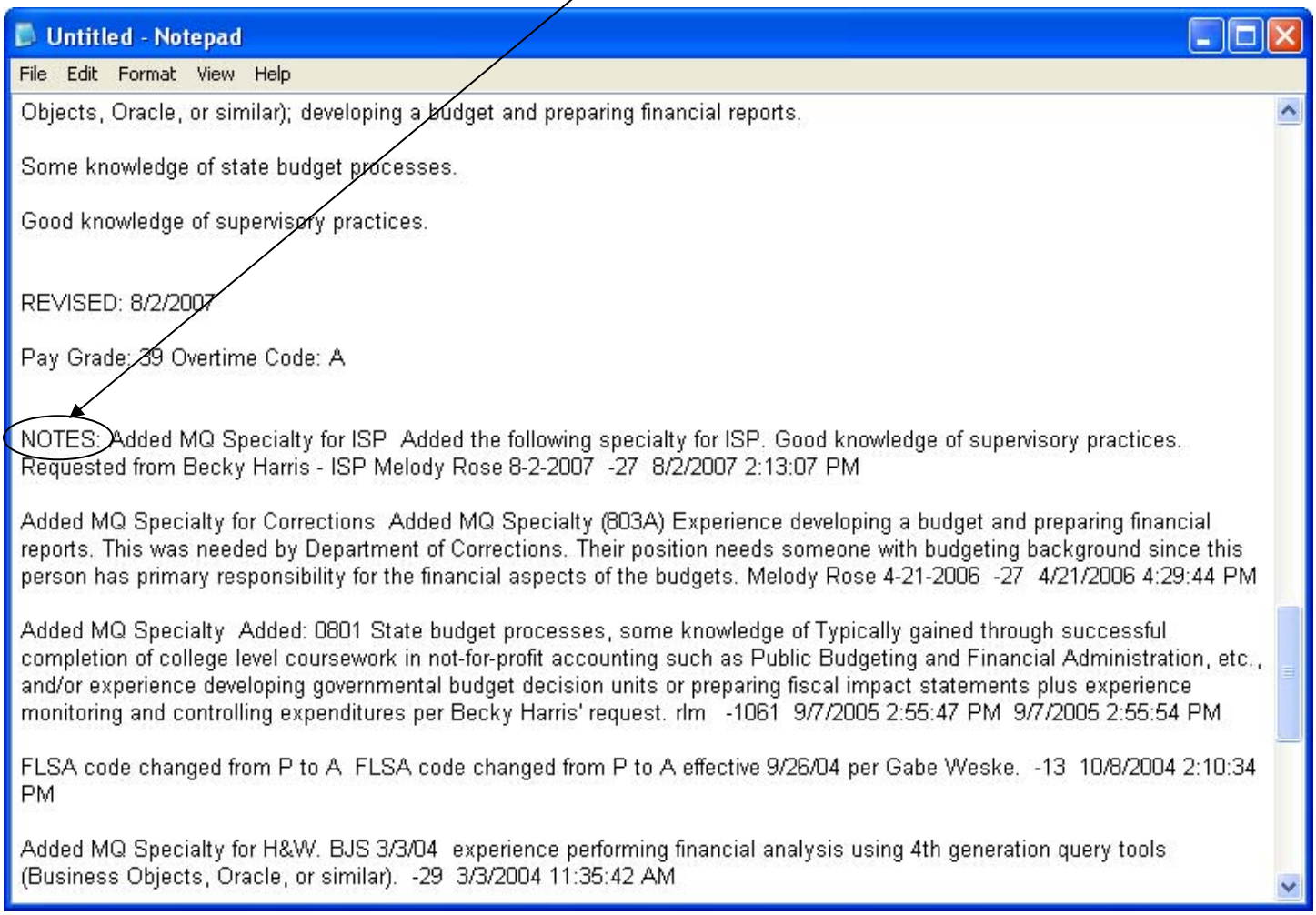
- From the initial page of the class spec you will Click on the **Archive Text** button



- It will open a browser window with information from the class spec to include all factoring information, class description components, as well as the notes associated with the classification.
- To copy the factoring and class description –
  - Highlight all of the information, Right Click and choose Copy. Open a blank document in Word or Notepad and Right Click, choose Paste to copy this information into the blank document.



- Delete all the information after or below **NOTES** so you have left only the factoring information and the body of the class spec.
- Close the browser window by clicking on the X in the upper right hand corner when you have your information in Word or Notepad.


Untitled - Notepad

File Edit Format View Help

Objects, Oracle, or similar); developing a budget and preparing financial reports.

Some knowledge of state budget processes.

Good knowledge of supervisory practices.

REVISED: 8/2/2007

Pay Grade: 39 Overtime Code: A

NOTES: Added MQ Specialty for ISP Added the following specialty for ISP. Good knowledge of supervisory practices. Requested from Becky Harris - ISP Melody Rose 8-2-2007 -27 8/2/2007 2:13:07 PM

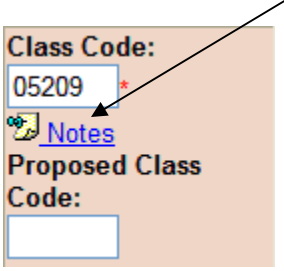
Added MQ Specialty for Corrections Added MQ Specialty (803A) Experience developing a budget and preparing financial reports. This was needed by Department of Corrections. Their position needs someone with budgeting background since this person has primary responsibility for the financial aspects of the budgets. Melody Rose 4-21-2006 -27 4/21/2006 4:29:44 PM

Added MQ Specialty Added: 0801 State budget processes, some knowledge of Typically gained through successful completion of college level coursework in not-for-profit accounting such as Public Budgeting and Financial Administration, etc., and/or experience developing governmental budget decision units or preparing fiscal impact statements plus experience monitoring and controlling expenditures per Becky Harris' request. rlm -1061 9/7/2005 2:55:47 PM 9/7/2005 2:55:54 PM

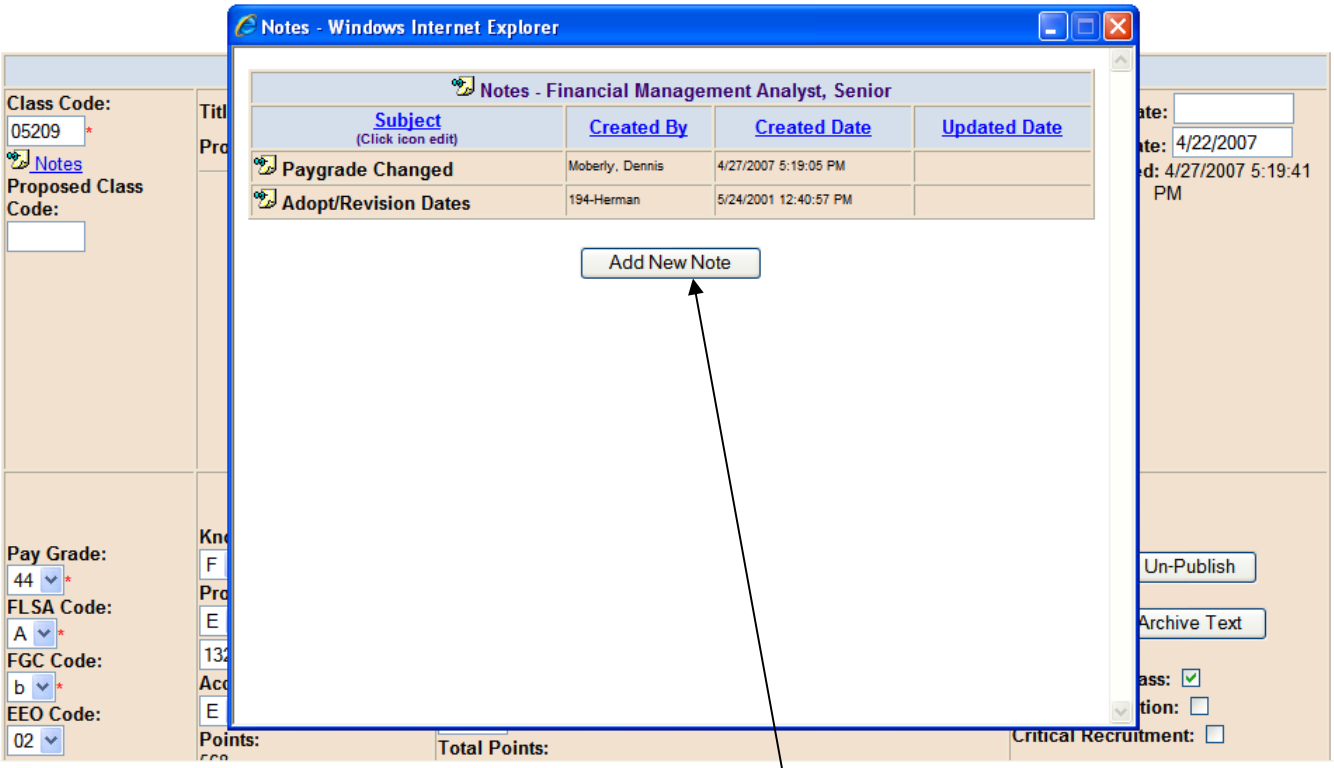
FLSA code changed from P to A FLSA code changed from P to A effective 9/26/04 per Gabe Weske. -13 10/8/2004 2:10:34 PM

Added MQ Specialty for H&W. BJS 3/3/04 experience performing financial analysis using 4th generation query tools (Business Objects, Oracle, or similar). -29 3/3/2004 11:35:42 AM

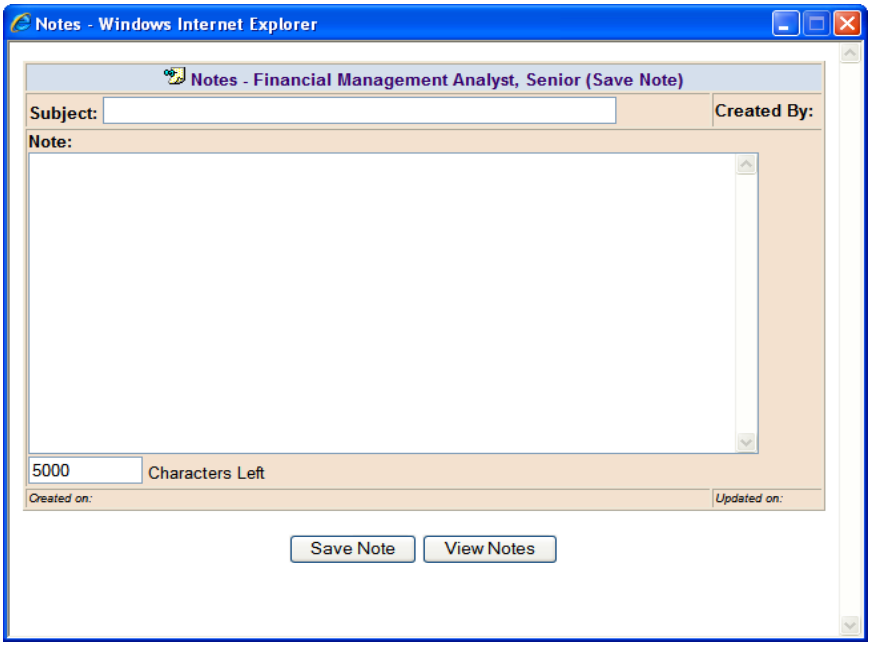
- To save the information (factoring and job description) in the Notes section for the classification.
  - From the Classification Update screen, Click on the Notes link.



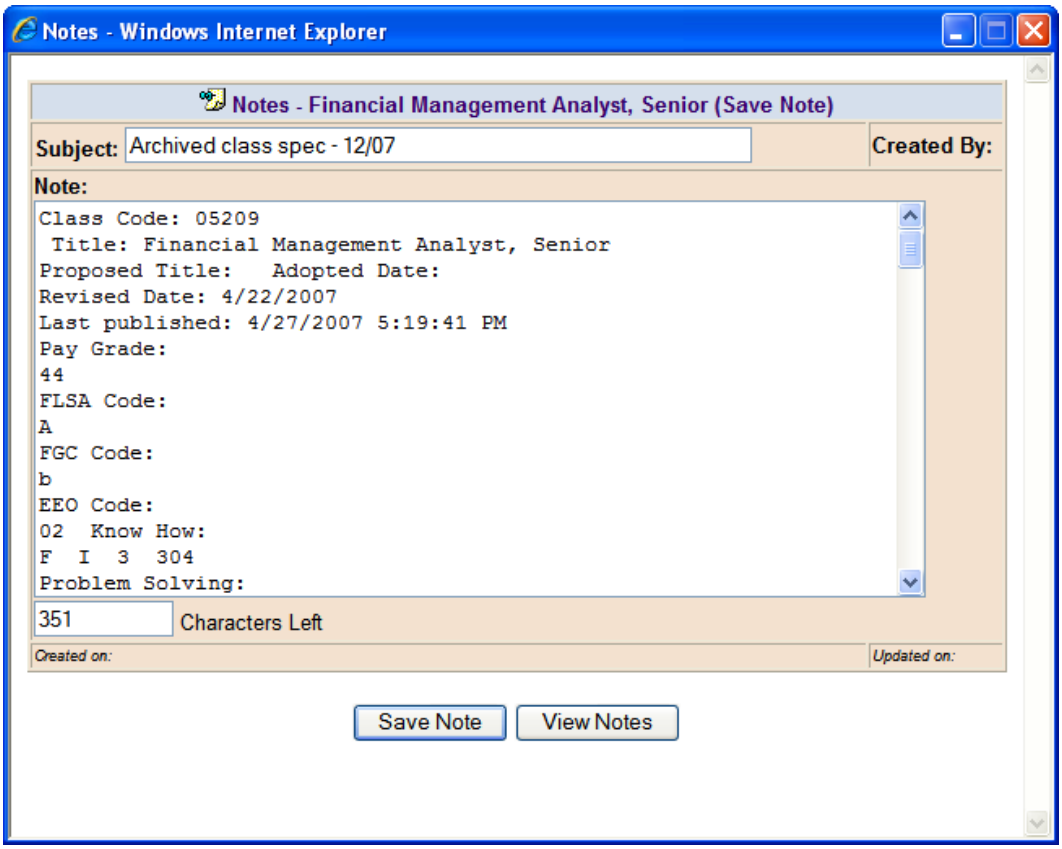
  - A separate window will open showing all Notes associated with the Classification.



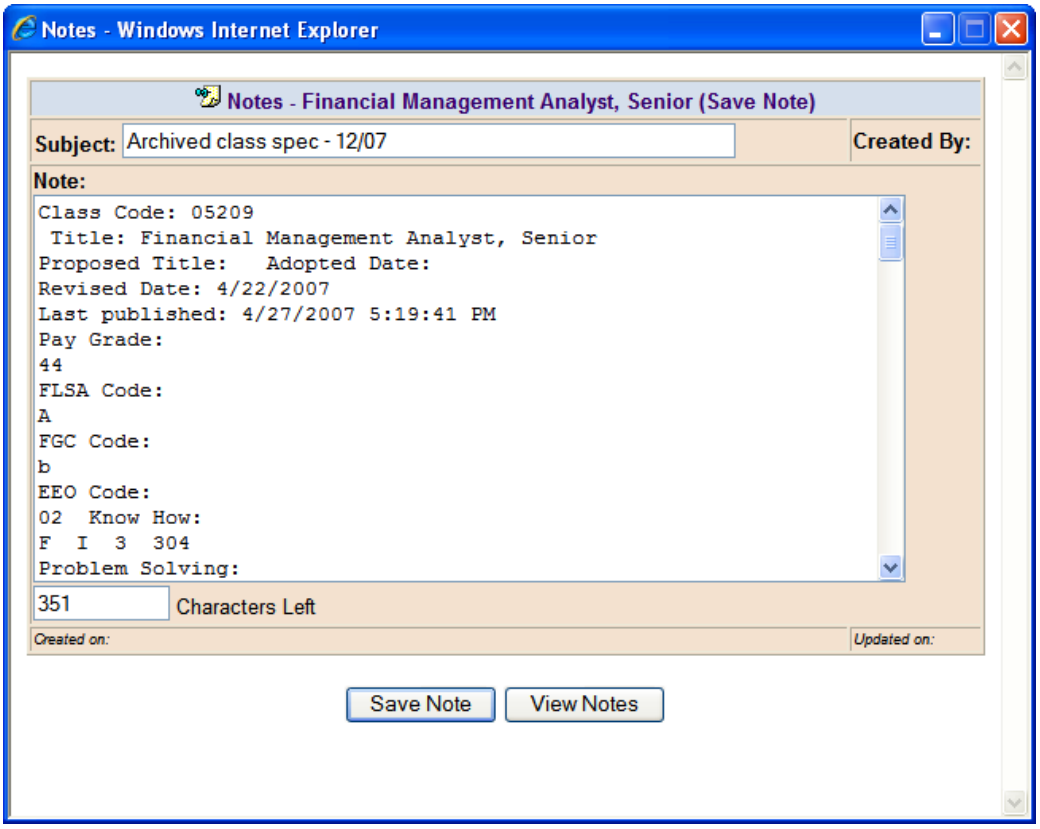
  - To create a note you will Click the **Add New Note** button.
  - Subject – Type in a description (archived class spec) and a date.



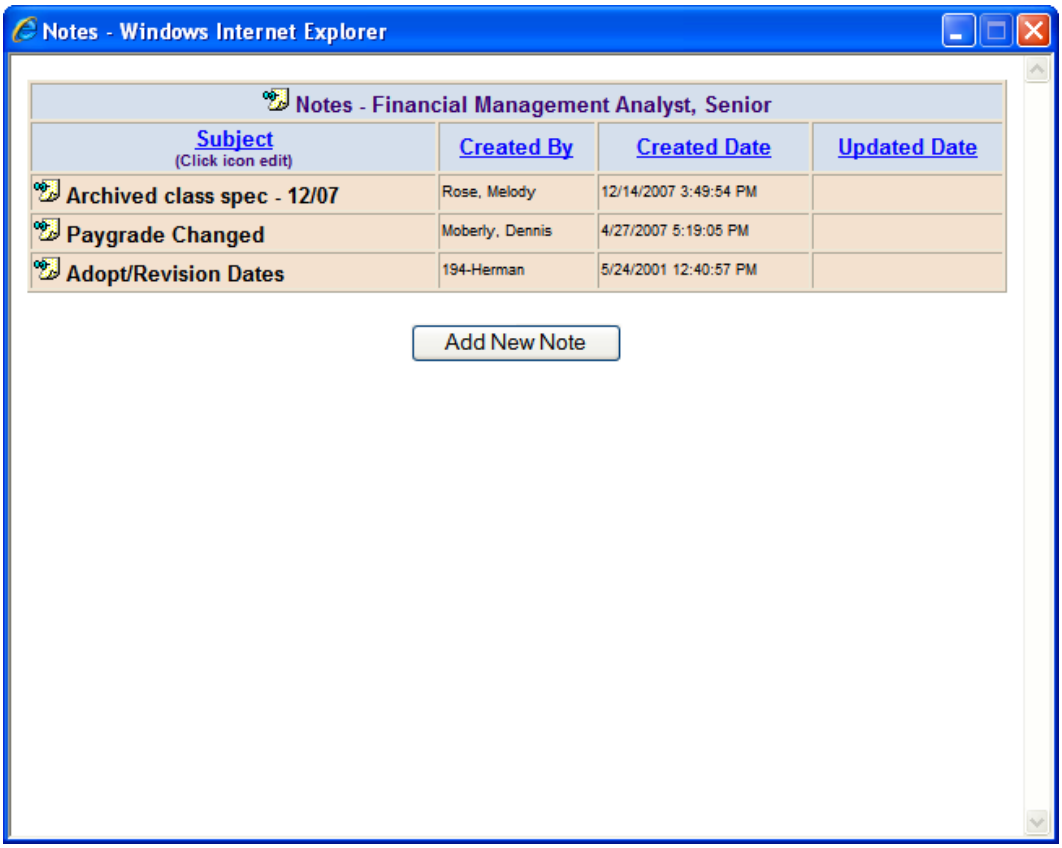
- Note – Copy the information from Word or Notepad into the body of the Note.



- Save – To save the note Click the **Save Note** button.
- NOTE: If there is too much information, you may have to create two notes to contain it. Just make sure your subject (title) is clear so you can retrieve the data at some future point.



- Click the **View Notes** button and you will see the note with the Archived Class Spec.



Making changes to the Class Spec.

Now you are ready to make changes to the class spec, one change at a time.
For example we will change the 1) description and the 2) minimum qualifications and add a 3) mq specialty.

1) Description -

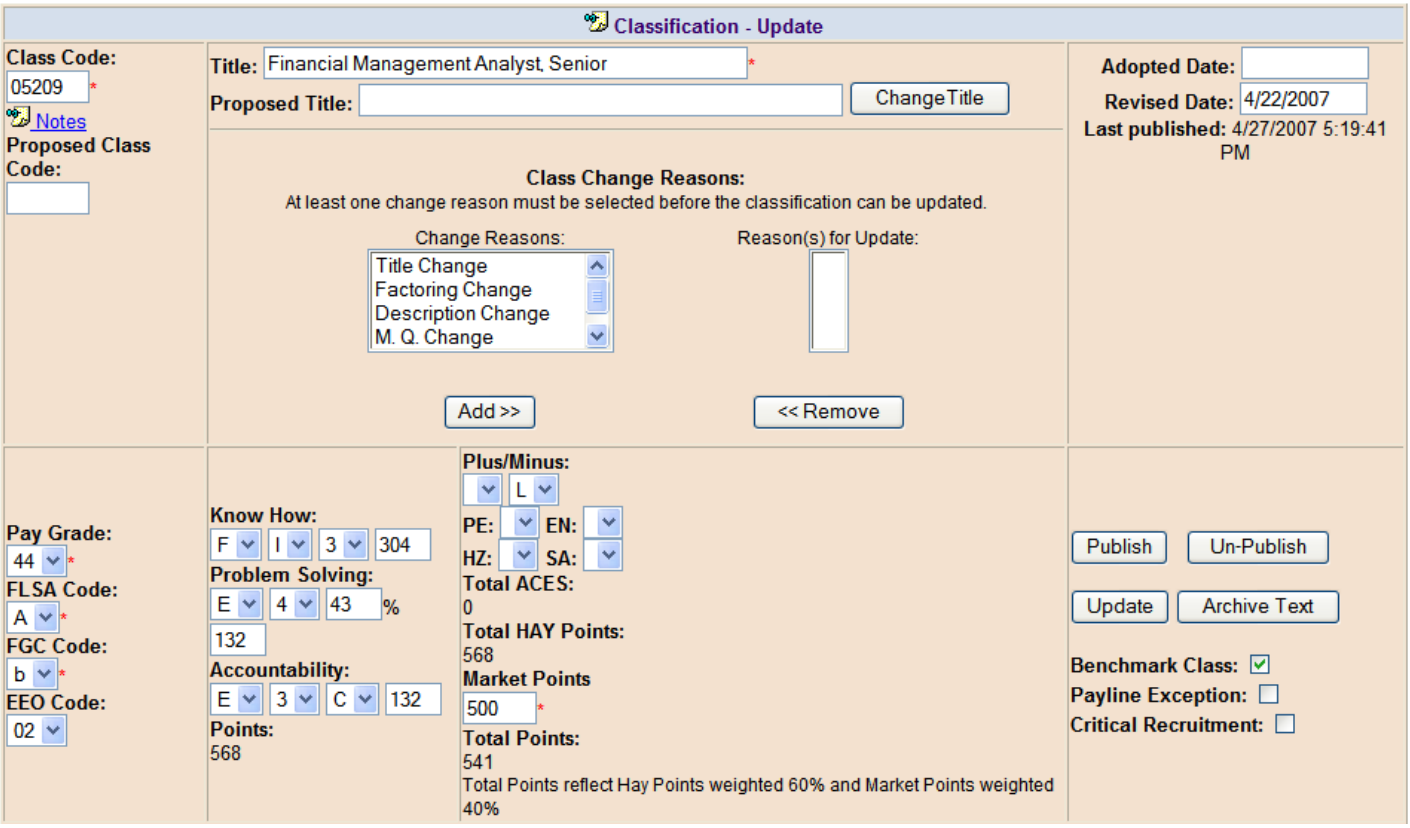
- Change the description – this can include changes to class purpose, general information, principal accountabilities, distinguishing characteristics, nature and score, examples of work.
- Choose the Change Reason DESCRIPTION CHANGE and click the Add button so it will appear in the right hand column.
- Click on the Update button.

2) Minimum Qualifications –

- Make the change to the Minimum Qualifications
- Choose the M. Q. CHANGE Change Reason and click the Add button so it will appear in the right hand column.
- Click on the Update button.

3) MQ Specialty –

- Add the MQ Specialty
- Choose the M. Q. SPECIALTY CHANGE Change Reason and click the Add button so it will appear in the right hand column.
- Click on the Update button.



To complete the changes to the Class Spec you will need to do the following:

Revised Date –

- Change to the new Revised Date in the field
- Click the Update button.

Publish –

- Click the Publish button.
- A confirmation box will appear, “Are you sure you want to publish?”, if ready select “OK”.

To check the changes be sure to go to the DHR website, find Job Description, and view it to be sure that all the changes you made appear on the website.

Whenever you update the Class Spec in ATS the data has been saved in the database.