

 <div style="text-align: center;"> <p>Massachusetts Department of Correction</p> <h1>POLICY</h1> </div>		<p>Effective Date</p> <p style="text-align: center;">7/2/2025</p> <hr/> <p>Annual Review Date</p> <p style="text-align: center;">7/2/2025</p>	<p>Responsible Division</p> <p>Executive Director, Division of Human Resources</p>
<p>Policy Name</p> <p style="text-align: center;">103 DOC 205 POSITION CLASSIFICATION</p>		<p>M.G.L. Reference: M.G.L., c. 124, § 1 (c) and (q).</p> <hr/> <p>DOC Policy Reference:</p> <hr/> <p>ACA/PREA Standards: 2-CO-1C-07; 2-CO-1C-08; 2-CO-1C-14; 2-CO-1C-22; 4-ACRS-7D-27; 5-ACI-1A-09; 5-ACI-1B-16</p>	
<p>Attachments</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Library</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Applicability: Staff</p>	
<p>Public Access</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		<p>Location:</p> <p>Department's Central Policy File Each Institution's Policy File Department's Personnel Policy Manual</p>	
<p>PURPOSE: To establish Department of Correction (Department) policy concerning position classification.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Executive Director of Human Resources Assistant Deputy Commissioners Superintendents and Division Heads</p> <p>CANCELLATION: 103 DOC 205 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules or regulations regarding position classification which are inconsistent with this policy.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 205 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p>			

TABLE OF CONTENTS

205.01	Definitions	3
205.02	General Policy on Position Classification	4
205.03	Experience and Education Substitutes for Position Qualification	4
205.04	Decentralization and Delegation	5
205.05	The Management Classification Plan	6
205.06	The Study of Non-Management Positions	7
205.07	Classification Maintenance and Appeals System	7

ATTACHMENTS

Attachment #1	Position Description, Form 30	9
Attachment #2	Management Questionnaire	14

DEFINITIONS

Appointing Authority: The Commissioner of Correction.

Chief Human Resources Officer: The personnel administrator of the Human Resources Division within the Executive Office for Administration and Finance.

Class: A group of positions forming part of the classified service of the Commonwealth established by M.G.L. c. 30 §§ 45 to 50, inclusive and sufficiently similar in respect to duties and responsibilities that the same descriptive title may be used to designate all positions allocated to the class, the same general entrance qualifications may be required of incumbents of positions in the class, the same general tests of fitness may be used to choose qualified employees, and the same schedule of pay may be made to apply under the same or substantially the same employment conditions.

Class Specification: An official description of the characteristics, duties, responsibilities and qualification requirements of a class.

Classification Plan: All classes that have been established for an agency, and the procedures utilized to maintain the plan and specification maintenance.

Collective Bargaining Agreement: The contract which applies to an employee's bargaining unit.

Collective Bargaining Unit: One (1) of eleven (11) statewide units, established by the Commonwealth's Labor Relations Commissioner, into which state employees with similar work responsibilities/related job functions represented by a union are grouped for purposes of collective bargaining.

Commissioner of Correction: Administrative head of the Department with duties and responsibilities as set forth in M.G.L. c. 124 § 1.

Management Employee: An employee so designated in accordance with the provisions of M.G.L., c. 150E who (a) participates to a substantial degree in formulating or determining policy, or (b) assists to a substantial degree in preparation for the conduct of collective bargaining, or (c) has substantial responsibility, not initially in effect, in the administration of collective bargaining agreements or in Personnel Administration. A management employee is not included in a bargaining unit.

Occupational Group: A job group into which related non-management position classes were placed for purposes of the Statewide Classification Study. For example, Occupational Group 01 - Police, Guard and Correctional Institution Management included such titles as Correction Officer, Senior Correction Officer and Supervising Correction Officer (now Correction Officer I, II and III).

Specification: a description of the characteristic duties and requirements of a single class.

205.02

GENERAL POLICY ON POSITION CLASSIFICATION

- A. Pursuant to M.G.L., c. 30, § 45(1) the Commonwealth's Chief Human Resources Officer is required to classify all positions in state government with the exception of those positions specifically exempted by said section.
- B. This classification process involves the following functions which are performed by the Chief Human Resources Officer:
 - 1. They must ascertain and record the duties, responsibilities, organizational relationships and qualifications for and other significant characteristics of each position.
 - 2. They must group into single classes all such, regardless of agency or geographical location, which are substantially alike in the duties, responsibilities, organizational relationships, qualifications, and other significant characteristics.
 - 3. For each class they must establish specifications which shall include (i) an appropriate descriptive title and code number for the class, which shall be the official title of all positions in the class and shall be set forth on all payrolls by name or code, and (ii) the common features of the duties, responsibilities, and organizational relationships of, qualifications for, and other significant characteristics of all offices and positions in the class.
 - 4. They may periodically establish new position classes and alter, divide, combine or abolish existing classes.
- C. All job specifications established by the Chief Human Resources Officer are open to public inspection in the files of the Massachusetts Human Resources Division (HRD). In addition, they must furnish each appointing authority (e.g., Commissioner of Correction) with copies of such specifications for all positions in their agency.

205.03

EXPERIENCE AND EDUCATION SUBSTITUTES FOR POSITION QUALIFICATION

- A. Pursuant to M.G.L., c. 31, § 21 the Chief Human Resources Officer "...may establish educational requirements and alternatives thereto, in

addition to the education requirements established by statute, as pre-requisites for appointment to any civil service position...”

- B. Based on the foregoing, the Chief Human Resources Officer has established written experience and education substitutes for many, although not all, positions subject to their jurisdiction.

205.04

DECENTRALIZATION AND DELEGATION

- A. Decentralization and delegation is the Commonwealth's two-part classification program.
- B. Decentralization provides a process by which state agencies such as the Department may fulfill their responsibility for keeping the state's classification plan current. The process includes the following:
 - 1. The development and maintenance of agency organization charts.
 - 2. The development and maintenance of position descriptions containing current and accurate information relative to the duties of all positions in the agency. These position descriptions consist of the following:
 - a. Position Description, Form 30 for all non-management positions (Attachment #1).
 - b. Management Questionnaires (MQs), effective December 3, 1998, for new management functions; management positions that have never been evaluated; management positions for which there are no previous Management Position Description Questionnaires (MPDQ) or evaluation scores; or management positions that have undergone considerable significant changes (Attachment #2).
 - 3. The periodic and systematic review of jobs by agency supervisors and Division of Human Resources (DHR) staff members in order to identify any significant changes in jobs, which may impact on proper position classification.
 - 4. The making of recommendations to the HRD regarding the proper classification of positions in which changes have occurred.
- C. Delegation is a program under which certain personnel functions, which previously required the prior approval of the HRD (e.g., in lieu appointments, staffing changes, approving professional and management recruitment rates, classification maintenance actions, and classification

appeals), are delegated to state agencies. Delegation provides state agencies with greater flexibility in making personnel decisions.

205.05

THE MANAGEMENT CLASSIFICATION PLAN

- A. HRD initiated a Statewide Classification Study of all positions under its jurisdiction in 1976. Among the objectives of this study were the following:
 - 1. The proper position classification of employees.
 - 2. The determination of the appropriate knowledge, skills, abilities, and minimum entrance requirements for each class of positions.
- B. One (1) phase of this study was a study of all management positions. This study was completed by HRD and Hay Associates, a private consulting firm.
- C. The study was conducted using the Management Position Questionnaire (replaced by the MPDQ, effective February 8, 1989), which had to be completed by each employee in a management position. Individual questionnaires were then subjected to a committee-based job content evaluation procedure undertaken in conjunction with Hay Associates.
- D. On the basis of this evaluation procedure all management employees were reclassified into forty-eight (48) new position titles in the following four (4) new job groupings:
 - 1. Administrator I - XII.
 - 2. Fiscal Officer I - XII.
 - 3. Program Manager I - XII.
 - 4. Program Manager Specialist I - XII.
- E. Provision was also made for salary increases (The Management Pay Plan) based on the relative competitiveness with other northeastern state governments and consistent with collective bargaining agreements for non-management employees.

It should be noted that these increases were based in part on annual compensation studies conducted by Hay Associates.
- F. HRD has the responsibility to conduct annual management salary surveys and make appropriate salary recommendations to the Governor.

205.06

THE STUDY OF NON-MANAGEMENT POSITIONS

- A. The other phase of the Statewide Classification Study was the study of all non-management positions. This phase involved a study of 1600 position classes and was based on the evaluation of questionnaires, which were developed for each of fifty-two (52) occupational groups into which the classes were placed. The questionnaires were based on interviews with a cross section of employees in each classification title included in each occupational group.
- B. Analysis of employees' responses to the questionnaires resulted in the establishment of 781 new position classes into which employees were recommended to be placed. New job specifications were also developed for each class.
- C. The non-management classification plan was implemented via collective bargaining.

205.07

CLASSIFICATION MAINTENANCE AND APPEALS SYSTEM

- A. HRD has established via the promulgation of Personnel Instruction MS 019, a classification maintenance and appeals system for management and non-management positions.
- B. The classification maintenance portion of the system provides a mechanism by which a state agency such as the Department can request the following:
 - 1. Utilizing the MQ, a review of the job content of an existing management position for the purpose of determining the appropriateness of its placement in the Commonwealth's management classification and compensation system, or the job content of a new management position for the purpose of determining its initial placement in said system.
 - 2. Utilizing the Position Description, Form 30, a review of the job content of a non-management position for the purpose of determining the appropriateness of the position's placement in the Commonwealth's classification system.
- C. The appeals portion of the system provides a mechanism by which a management or non-management employee can appeal the appropriateness of their position classification. Review of the content of the MQ for management employees and Position Description, Form 30 for

non-management employees plays a major role in determining the appropriateness of an appellant's position classification.

- D. Personnel Instruction MS 019, which is available in the DHR, may be consulted for additional information.

Page 9 of 21

6. DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES

7. QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills, abilities)

8. QUALIFICATIONS ACQUIRED ON JOB (List knowledges, skills, abilities)

9. MINIMUM ENTRANCE REQUIREMENTS

10. LICENSE AND/OR CERTIFICATION REQUIREMENTS

REMARKS

SIGNATURE OF APPOINTING AUTHORITY

TITLE

AGENCY

PREPARED BY

INITIALS OF INCUMBENT

DATE

INITIALS OF SUPERVISOR

DATE

**COMMONWEALTH OF MASSACHUSETTS
HUMAN RESOURCES DIVISION
MANAGEMENT QUESTIONNAIRE (MQ)**

To be used for: a new managerial function; a managerial position that has never been evaluated; a managerial position for which there is no previous MQ or evaluation score; or, a managerial position which has undergone considerable significant change.

To be completed by incumbent and supervisor

Agency: _____

Your Name: _____

Your Official Title: _____

Supervisor's Name: _____

Your Supervisor's Title: _____

Your Signature: _____

Your Supervisor's Signature: _____

Date: _____

Date: _____

The effective date of the new evaluation will be the Sunday preceding the date that HRD receives notification of the evaluation.

To be completed by Agency HR Department:

Maintenance Request _____

Individual Appeal Request _____

Appropriation Number: _____

Position Number: _____

Functional Title: _____

Current Management Grade Level: _____

Requested Grade Level: _____

Contact Person: _____

Telephone: _____

E-mail address: _____

Fax _____

To be completed by HRD for Agency Heads and their Direct Reports:

Date Received: _____

Evaluation Date: _____

1. POSITION SUMMARY

Briefly summarize what you do and describe how what you do contributes to your agency's

2. MAJOR RESPONSIBILITY AREAS

In the boxes below, **in order of importance**, (most important first) list brief statements which describe what you do. In the right-hand column, list the percentage of your time spent on these tasks. (Total percentage should equal 100%.)

What do you do?	Percentage of Time
-----------------	--------------------

1.	
----	--

2.	
----	--

3	
---	--

4.	
----	--

5.	
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6. Other duties, as assigned.	
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3. PRINCIPAL PROBLEMS AND CHALLENGES

Describe the most difficult or complex problems and the major challenges you face in performing your job. Describe only those which are the most critical to fulfilling the major responsibilities noted in Section 2. (Give specific examples).

4. DECISION MAKING AUTHORITY

Please give examples of decisions you are expected to make, recommendations you are expected to propose and decisions/recommendations that you delegate to your staff.

DECISIONS YOU MAKE**RECOMMENDATIONS YOU PROPOSE****DECISIONS THAT YOU DELEGATE TO STAFF****5. SUPERVISION EXERCISED**

Please list the titles and functions of your direct reporting staff. List the number of employees in each of your reporting staff's units.

Titles	Function	No. of Employees
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6. DIRECTION, GUIDANCE AND SUPPORT RECEIVED

What is the nature of the direction, guidance and support which others in the organization provide you to ensure the achievement of your objectives? What positions (other than your direct supervisor) functionally review the quality of work you perform and what is the nature of that review?

7. WORKING RELATIONSHIPS

List the titles of individuals, departments and organizations over which you have functional supervision, or, with which you have the most frequent contact. Include contacts both inside and outside the agency. Briefly describe the nature or purpose of these contacts.

8. SERVICE DELIVERY

Please describe the nature of your contacts with clients, patients, inmates, residents, constituents or the general public. Please describe the general physical and psycho-social condition of those individual for whom you provide services

9. DIMENSIONS

List all significant statistical data that will provide an indication of the size of the area upon which your position has impact. Use annual figures for current fiscal year.

Annual Agency/Department Budget: \$ FY:

Annual Budget Dollars You Directly Manage: \$
Explain:

Annual Budget Dollars You Indirectly Manage: \$

Check block(s) and show total dollar amounts for each applicable category:

☐ Flow Through Program Dollars: \$
Explain:

☐ Dollars Regulated: \$
Explain:

☐ Benefits Disbursed: \$
Explain:

☐ Other: \$
Explain:

*Staff salaries

10. PREFERRED QUALIFICATIONS

A. Knowledge, Skills and Abilities

Describe the critical and typical knowledge, skills and abilities you believe are necessary to perform this job at a minimally acceptable level of competence.

B. Experience Necessary

If you were selecting a person to fill this position, what minimum background (experience and/or education) do you believe would be required? Also list any special requirements such as licenses or certificates that incumbents would have to possess at the time of hire.

11. ADDITIONAL INFORMATION

Briefly, explain any aspect of your position which you feel has not been adequately covered by the previous questions and which you feel is important in understanding your position (use additional paper if necessary). Please attach any work products that you feel are particularly illustrative of your duties and responsibilities

12. FOR SUPERVISOR

Are the employee's statements in response to all questions complete and accurate?

☐ **YES**

☐ **NO**

If no, please explain.

Supervisor's signature: _____

Date: _____

Human Resources Division – March 2023