

Article - State Personnel and Pensions

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§4–203.

(a) (1) The Secretary may delegate authority to the head of a principal unit to classify positions for the principal unit in accordance with standards and procedures established by the Secretary in accordance with § 4–202(2) of this subtitle.

(2) If the Secretary delegates classification authority to the head of a principal unit under paragraph (1) of this subsection, the head of the principal unit shall:

(i) submit for the Secretary's approval a position classification plan for classifying positions in the principal unit that are in the skilled service, professional service, and management service; and

(ii) classify skilled service positions, professional service positions, and management service positions in the principal unit in accordance with the approved classification plan.

(b) (1) Each employee in a position shall assume the classification title given the class to which that position belongs.

(2) The Secretary, the Comptroller, and the Treasurer shall use these classification titles in all relevant records and communications.

(c) To ensure that positions in the State Personnel Management System are classified properly, the Secretary:

(1) shall conduct position classification audits at least once every 3 years for any classification activity performed in accordance with subsection (a)(2) of this section; and

(2) may conduct operational audits of classification practices and records in principal units at least once every 3 years.

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