

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 4 Employment Hiring and Promotions Policy

**Hiring to Multilevel Allocation Position
Procedures**

Effective date

Revised

December 20, 2002

February 1, 2008

Number: 4.01-05

DEFINITIONS

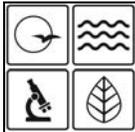
Allocation: Assignment of a position to an appropriate class or multiple classes based on duties, authority and responsibilities of the position.

Class: Group of positions sufficiently alike in duties, authority and responsibility to justify the same class title and qualifications and the same schedule of pay for all positions in the group.

GENERAL PROVISIONS

The Office of Administration's Division of Personnel allocates the following positions to more than one classification. Positions are allocated differently by position and may be established as a I-II or I-II-III as needed based upon the required duties and responsibilities.

Accounting Analyst I-II
Accounting Specialist I-II
Air Quality Monitoring Specialist I-II
Auditor I-II
Budget Analyst I-II
Chemist I-II
Civil Engineer (Dam Safety) – Engineer (Dam Safety)
Cultural Resource Preservationist I-II
Energy Engineer I-II
Energy Specialist I-II
Environmental Engineer I-II
Environmental Specialist I-II-III
Geologist I-II
Graphic Arts Specialist I-II
Hydrologist I-II
Interpretive Resources Specialist I-II
Land Surveyor-in-Training I-II
Park Operations & Planning Specialist I-II
Park / Historic Site Specialist I-II
Personnel Analyst I-II
Public Information Specialist I-II
Research Analyst I-II
Soil Scientist I-II-III



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Technical Assistant I-II
Video Production Specialist I-II
Water Specialist I-II-III

An employee in a multilevel allocated position can be reclassified to the next level upon completion of the time required to meet minimal qualifications for the job title, and when the division director or designee has determined the duties support the higher level and the employee is functioning at the higher level. During this time the employee's performance is evaluated, therefore, these changes from one level to another are not automatic.

The Human Resources Program's tracking system will determine the potential effective date for the reclassification. The Human Resources Program will draft the Position and Employee Action Request (PEAR) form for reclassification and send it to the division/program. If the division/program agrees with the reclassification, the PEAR form is signed and returned to the Human Resources Program for processing. The division/program should also monitor when reclassifications are due.

If the division/program does not feel the employee should be reclassified, or the duties do not meet the higher level, the division/program asks the Human Resources Program to delay the reclassification. This delay should be forwarded through the white folder process. Each delay request should be in a separate white folder. The request must be supported by a performance appraisal which indicates areas of performance which must be improved prior to reclassification. The program will share this information with the employee so he/she may improve performance to the level deemed appropriate for reclassification to a higher level.

PROCEDURES FOR ENVIRONMENTAL SPECIALIST I-II-III

In order to determine the level, at which a **job** should be assigned, review of the following information is needed:

- Position Description Form (The PDF is written for the highest level of the job allocation)
- Matrix Chart, (with the position columns completed)
- Written Recommendation and justification from the supervisor/program director or appropriate level.

In order to determine the level, at which an **employee** should be assigned, review of the following information is needed:

- Position Description Form (The PDF is written for the highest level of the job allocation)



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- Performance Appraisal and Planning documents
- Matrix Chart, (with the employee and position columns completed)
- Written Recommendation and justification from the supervisor/program director or appropriate level.

The division/program should also monitor when reclassifications are due. This information should be submitted to each division’s HR Liaison to ensure each package is complete. Each division then submits its recommendation to Human Resources.

The white folder process is required to process the ES reclassification requests. Please place each position in a separate white folder.

The documents are located at the sites listed below:

- **Position Description Form** is located at the following link:
http://oa.mo.gov/sites/default/files/Position_Description.doc
- **PERforM Performance Planning and Appraisal Form** is located at the following link:
<http://www.perform.mo.gov/planning.html>
- **Recommendation and justification** from the supervisor and program director can be in the form of a letter or included on the PEAR form. **The PEAR Form** is located on the DNR Intranet forms page link: <http://n-nr1ntra.ads.state.mo.us/forms/default.htm>
- **Environmental Specialist Multi-Allocation Matrix Chart** is listed in the following link:
<http://n-nr1ntra.ads.state.mo.us/forms/documents/environmental-specialist-multi-allocation-matrix.xls>
Columns were added to the Matrix to assist in the documentation of the position requirements and the employee’s performance.

Completing the above items will aid managers in making decisions regarding moving employees through the multilevel allocated Environmental Specialist I-II-III series.