



Reallocation Requests

Reallocations are considered when it is found that a title or class is undervalued in relation to similar civil service positions based on its classification factors (*see page 2*). The aim of a reallocation request is to show that a title is not appropriately compensated within the Civil Service compensation system. Show that other titles are paid more for substantially similar work. If the duties, responsibilities, or minimum qualifications have changed over time, demonstrate this to show that it is necessary for the title's salary to be realigned with other positions that perform similar work.

The request for management to support a reallocation should lay the groundwork for this argument. Seek to establish that other civil service titles perform substantially similar work, have similar minimum qualifications, and are allocated to higher salary grades.

Pull into the request to management:

- Description of the title's classification factors and pay
 - Include descriptions of the classification factors that (a) are similar to other civil service titles in order to compare, or (b) have substantially expanded over time, and explain the expansion.
 - Indicate the title's salary grade, hiring rate, and job rate.
- Comparison to other civil service titles
 - Compare similar classification factors
 - Compare pay
 - Save class standards and vacancy postings for similar titles and include as an appendix. Highlight or emphasize lines that show the similarities between the titles.
- Testimony from members
 - Ask members to provide information/experiences on:
 - How their duties and responsibilities compare to those of peers in other titles.
 - How they contribute to their agency's ability to carry out its role.
 - How their title has changed over time.

Ask management to pull info on:

- The title's role within the agency
 - Whether the expectations of employees serving in the title have changed over time and how.
 - What kinds of additional responsibilities the agency expects employees serving in the title to be able to take on, whether on a short-term or long-term basis.

Classification factors are specific characteristics of a civil service title that are weighted and compared to other civil service titles to determine salary grades. Members seeking reallocation should consider what the classification factors of their title look like, how they compare to those of other titles, and whether they have changed over time.

Classification Factor	Weighted Value	Description
Education and experience	30%	Education level and previous professional experience required for the entry-level position of a class
Communication	26%	The nature and extent of oral and written communications needed to accomplish work
Complexity	14%	The nature and variety of the tasks and activities inherent to the work performed and the degree of variation in the work itself
Supervision	11%	Supervision over other employees as well as degree of supervision received by the incumbent
Job demands	10%	Pace of work and time constraints, physical demands, environmental conditions, and repetitiveness
Managerial activities	5%	Coordinating the efforts of employees and resources to accomplish the organization's goals and objectives
Responsibility	5%	The impact of work performed on people, the organization, and its resources