

NEW MEXICO JUDICIAL BRANCH

GENERAL POLICY AND PROCEDURE

Reference: NMJBPR Part I, Section 2
NMJBPR Part II, Section 16

CLASSIFICATION POLICY

Classification Committee, Classification Studies & Position Reclassification

Accompanying Forms: Ranked Task List Inventory

1. PURPOSE

To establish and administer a uniform classification system based upon a systematic occupational analysis and position evaluation; to assure that job descriptions accurately describe assigned job duties; to establish appropriate qualifications for each job classification and establish value for or re-evaluate job worth based upon the Supreme Court adopted methodology of job measurement.

2. DEFINITIONS

- A. **AOC HRD** - Administrative Office of the Courts Human Resources Division.
- B. **AOC HR Administrator** - A human resource specialist working in the AOC HRD.
- C. **AOC HRD Director** - The Director of the AOC HRD or designee.
- D. **Alternate Classification Committee Member** - An individual appointed by the Supreme Court to serve as an alternate member of the Classification Committee and who has voting rights when selected to replace a Classification Committee member.
- E. **Alternative Pay Range** - The pay range assigned to a job based on the current market rate for benchmark jobs in the relevant labor market(s).
- F. **Associated Parties** - Administrative Authorities, managers, supervisors and employees who occupy a job classification or who have substantive knowledge of the job classification being reviewed as part of a classification study.
- G. **At-Will Employee** - A person in the Judicial Branch who is FLSA non-covered, on the New Mexico Judicial Branch Job Classification and Pay Schedule, excluding a justice of judge. (Ref: Administrative Authority, Appointing Authority and At-Will Employee List.)

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NEW MEXICO JUDICIAL BRANCH

GENERAL POLICY AND PROCEDURE

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NMJBPR Part II, Section 16

- H. **Business Day** - 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, except holidays.
 - I. **Classification** - A collection of tasks, responsibilities, knowledge, skills and abilities considered essential to a job.
 - J. **Classification Plan** - That part of the Classification and Compensation Plan containing a job classification table, a job content table, a job evaluation table and a grade structure table for each classification.
 - K. **Classification Study** - A study designed to identify duties and responsibilities of a job and to validate minimum qualifications.
 - L. **Director** - The Director of the Administrative Office of the Courts or designee.
 - M. **Employee** - A person who holds a permanent or term position within the Judicial Branch, excluding a justice or judge.
 - N. **Job** - A collection of assigned tasks and responsibilities as listed in the job description and contained in the Classification and Compensation Plan.
 - O. **Job Measurement** - A process that involves the exercise of judgment in identifying and assessing the differences between jobs.
 - P. **Pay Range** - A monetary span identifying the lowest and highest value of pay for a classification.
 - Q. **Reclassification** - A change in a position's classification designation.
 - R. **Subject Matter Experts (SMEs)** - Employees who occupy and who have substantive knowledge of job classifications involved in a classification study.
3. **CLASSIFICATION COMMITTEE - APPOINTMENT OF CLASSIFICATION COMMITTEE MEMBERS**
- A. Recommendations to the Supreme Court for member and alternate member appointment shall be made by the Chairperson and the Director within 45 calendar days of any member's resignation or end of appointed term.
 - B. Upon approval of the appointment by Supreme Court order, the AOC HR Director shall coordinate job measurement training of Classification Committee members and alternate members as soon as possible, contingent upon scheduling and budget availability.

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4. CLASSIFICATION COMMITTEE JOB MEASUREMENT MEETINGS

A. Meeting Facilitation

The Chairperson shall conduct the Classification Committee meetings and the Principles of "Robert's Rules of Order" shall apply to all Classification Committee meetings.

B. Meeting Recording and Minutes

Proceedings shall be recorded and minutes prepared by the AOC HR Director or designee, in accordance with NMJBPR Part I, Section 2.03D; Part II, Section 16.03D in the following manner:

- (1) The AOC HRD shall record proceedings and prepare minutes.
- (2) Minutes shall consist of meeting dates and time, attendees, motions made and motions passed or failed.
- (3) Draft minutes shall be sent for review and comment to the Chairperson by the AOC HRD within 30 business days of the meeting.
- (4) The Chairperson may submit any comments on the minutes to the AOC HRD within 15 business days of receipt of the draft minutes.
- (5) The AOC HRD shall finalize the minutes and forward them to the Chairperson and committee members at least five (5) business days before the next scheduled meeting.
- (6) The Classification Committee shall review and approve the minutes at their next scheduled meeting.

5. CLASSIFICATION COMMITTEE RECOMMENDATIONS REGARDING JOB MEASUREMENT & CORRESPONDING PAY RANGE ASSIGNMENT

- A. The Classification Committee shall measure jobs using the Supreme Court adopted methodology of job measurement.
- B. The Chairperson shall compile the job measurement results for each job classification on the New Mexico Judicial Branch Job Evaluation Form.

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- C. The New Mexico Job Evaluation Form reflecting job measurement results must be signed by voting committee members.
- D. The Chairperson shall submit the completed New Mexico Judicial Branch Job Evaluation form to the AOC HR Director at the conclusion of the meeting at which the results were reached.

6. FINAL APPROVAL BY THE DIRECTOR OF JOB MEASUREMENT POINTS & CORRESPONDING PAY RANGE ASSIGNMENT

- A. Within five (5) business days of a Classification Committee meeting at which job classifications were finally measured, the AOC HR Director shall submit to the Director for consideration and approval:
 - (1) Classification Committee recommended job measurements and corresponding pay range assignments.
 - (2) Concerns regarding recommended job measurements from associated parties and Classification Committee members.
- B. The Director shall within 15 business days of receipt of the recommended job measurements, corresponding pay range assignments, and concerns from associated parties and Classification Committee members determine the final job measurement and corresponding pay range assignments. (Ref: NMJBPR I, Section 2.07B; Part II, Section 16.07(B))

7. NOTIFICATION OF FINAL RESULTS

The AOC HRD shall within 10 business days of receipt of the final job measurement and corresponding pay range assignments from the Director:

- A. notify affected parties;
- B. update the Classification and Compensation Plan;
- C. upload the revised job descriptions on the Judicial Branch Web Site;
- D. provide judicial entities with copies of the final new or revised job descriptions, final job measurement points and corresponding pay range.

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8. CLASSIFICATION STUDY IMPLEMENTATION

- A. The AOC HRD shall within 10 business days of receipt of the final job measurement and corresponding pay range assignments from the Director, provide Administrative Authorities in Judicial Entities in which there are individuals affected by the classification study with a Classification Study Implementation Plan Form.
- B. The Administrative Authority shall within 15 business days of receipt of the Classification Study Implementation Plan Form complete the form and submit it to the AOC HR Director for review and final approval prior to the Judicial Entity class study implementation.
- C. There shall be no downward pay adjustment for employees in a job classification for which a pay range has been lowered.
- D. An employee's pay rate that is over the maximum of the new pay range shall remain frozen until such time as the pay rate is within the pay range.
- E. Compa Ratio to Compa Ratio Restoration shall be administered as follows (Ref: NMJBPR Part I, Section 3.07A(3); Part II, Section 17.08A(3);
 - (1) Pay adjustments may be made upon pay range assignment to restore employee compa ratio placement in higher pay ranges.
 - (2) Compa ratio restoration shall not exceed 10% or the employee's compa ratio prior to study implementation.
 - (3) Restoration efforts resulting in monetary compensation shall be applied equally to all affected employees within a Judicial Entity.

9. OUT OF CYCLE AND RECLASSIFICATION REQUESTS DURING A CLASSIFICATION STUDY

- A. Out of Cycle requests shall be considered during a classification.
- B. Reclassification requests shall not be considered during a classification study.

10. CLASSIFICATION STUDY PROCESS - AOC HRD

- A. The AOC HR Director shall:

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- (1) develop a timeline for completion of each stage of the classification study process;
- (2) communicate with associated parties regarding the study;
- (3) request that all individuals in the job classification being studied complete a Job Analysis Questionnaire (JAQ), and a Ranked Task List Inventory Form;
- (4) select Subject Matter Experts (SMEs) associated with the job or job group being studied to participate in the study process;
- (5) conduct the SME meetings;
- (6) draft job descriptions based upon information gathered from the SMEs, JAQs and Ranked Task Inventory statements, and if the AOC HR Director deems necessary, desk audits.

B. Associated parties shall be provided the following:

- (1) **First Draft** - The initial draft job description(s) shall be sent to all associated parties for review and comments shall be made to the AOC HR Director within five (5) business days. Comments shall be reviewed by the AOC HR Director and appropriate changes made.
- (2) **Second Draft** - The revised draft job description(s) shall be sent for second review and comment to all associated parties and comments shall be made to the AOC HR Director within five (5) business days. Comments shall be reviewed by the AOC HR Director and appropriate changes made.
- (3) **Semi-final Draft** - The semi-final draft job description(s) incorporating appropriate changes from associated parties shall be sent to the Administrative Authority, Court Administrators and members of the Classification Committee for final review and comments shall be made to the AOC HR Director within five (5) business days.
- (4) **Other Communications** - The AOC HRD shall communicate with associated parties throughout the review process via e-mail regarding suggested changes and comments that were or were not incorporated into a job description(s).

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11. FINAL JOB DESCRIPTIONS

- A. After incorporating appropriate changes to the job description(s) the AOC HR Director shall finalize the job description(s). There are no appeals to final job description content or minimum qualifications.
- B. Final job description(s) shall be sent to the Classification Committee at least 10 business days prior to the next Classification Committee meeting, along with other supporting documentation, such as organizational charts, explanatory handouts and a study summary. (Reference above sections 4 & 5.)
- C. The Classification Committee shall not have authorization to change job description content or the minimum qualifications in any job description.

12. POSITION RECLASSIFICATION

- A. The Administrative Authority may initiate a request for position reclassification on behalf of an employee by approving the JAQ completed by the employee, along with the employee's updated job resume or employment application to the AOC HR Director.
- B. An AOC HR Administrator shall within 10 business days of receipt of the JAQ from the Administrative Authority review the request and prepare a written recommendation of approval or disapproval to the AOC HR Director which includes:
 - (1) a thorough job analysis of assigned job functions;
 - (2) an organizational chart; and
 - (3) an analysis of the employees job application to determine if the employee meets the minimum job qualifications of the proposed job classification.
 - a. If the employee does not meet the minimum job qualifications the AOC HR Administrator shall request information from the Administrative Authority in support of a request for exception to the minimum qualifications.
 - b. If no appropriate justification is received from the Administrative Authority the reclassification request shall be denied.

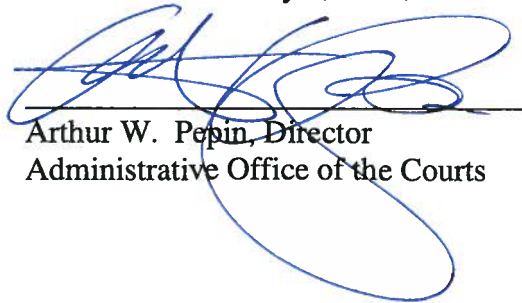
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- c. Exceptions to minimum qualifications may be granted by the Director.
- C. The AOC HR Director shall render a decision within 20 business days of receipt of the request.
 - (1) **Approved Reclassification Requests** - The AOC HR Director shall issue a letter to the Administrative Authority and send a copy to the affected employee regarding the approval or disapproval of the request.
 - (2) Disapproval of reclassifications may be appealed to the Director within 10 business days of the initial determination of the AOC HRD Director. (Ref: NMJBPR Part 1, Section 2.07A; Part II, Section 16.07A)

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Arthur W. Pepin, Director
Administrative Office of the Courts

12/7/10
Date

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**RANKED TASK LIST
INVENTORY**

(To be completed by Subject Matter Experts. Additional sheets may be added.)

This ranked list is designed to capture the job duties performed and will be utilized to help develop job descriptions as part of a Classification Study. It is addition to the Job Analysis Questionnaire.

JOB HOLDER'S NAME:	CURRENT JOB TITLE:
PERM#:	LOCATION:
DATE COMPLETED:	SUPERVISOR'S SIGNATURE (Indicating Concurrence):

LIST OF OTHERS PERFORMING SIMILAR JOB DUTIES IN YOUR AGENCY:

GENERAL PURPOSE OF THE JOB:

KEY RESPONSIBILITIES - List in priority order the seven (7) major job activities/functions and associated objectives necessary to achieve the job's end results. The first job duty on the list should be the most important job duty performed, which is not necessarily the one which an SME might spend the most time performing. Please commence each responsibility with an action verb and identify the outcome.

SAMPLE: Contribute to the development and maintenance of emergency plans to ensure a safe working environment.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

MINIMUM QUALIFICATIONS (Education, years of experience) & Licensure, if necessary: (SMEs to indicate if the education, years of experience or licensure, and knowledge skills and abilities are essential or desirable.) *SAMPLE: BA in Business Administration -desirable; 5 years of experience in the development of emergency plans - essential.*

KNOWLEDGE, SKILLS AND ABILITIES:

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WORKING CONDITIONS/Essential Functions:

OTHER IMPORTANT NOTES:

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