

## Chapter ER 2

### CLASSIFICATION PLAN

ER 2.01 Classification plan.

ER 2.02 Classification plan maintenance.

ER 2.03 Class titles.

ER 2.04 Class specifications.

**Note:** Corrections made under s. 13.93 (2m) (b) 6. Stats., [Register December 2003 No. 576](#).

**ER 2.01 Classification plan.** The classification plan for all positions in the classified service is made up of classes described in class specifications and assigned to pay rates or ranges in accordance with the provisions of s. 230.09 (2) (b), Stats. For the purpose of chs. ER 1 to 47, class and classification are synonymous.

**History:** Cr. [Register, October, 1972, No. 202](#), eff. 11-1-72; am. [Register, February, 1981, No. 302](#), eff. 3-1-81; renum. from ER-Pers 2.01 and am. [Register, May, 1988, No. 389](#), eff. 6-1-88.

**ER 2.02 Classification plan maintenance.** (1) The administrator shall establish and maintain a classification plan for all positions in the classified service.

(2) Each class shall include all positions which are comparable with respect to authority, responsibility and nature of work required; and shall be so constituted that the same pay range can be applied to all positions in the class under similar working conditions.

(3) When assigning a class to a pay range, the factors used by the administrator to determine the pay range assignment shall be without regard to gender or race and shall include the skill, effort, responsibility and working conditions required for the class without regard to whether the class is occupied primarily by members of a certain gender or racial groups.

**History:** Cr. [Register, October, 1972, No. 202](#), eff. 11-1-72; am. [Register, February, 1981, No. 302](#), eff. 3-1-81; renum. from ER-Pers 2.02 and am. (1) and (3), [Register, May, 1988, No. 389](#), eff. 6-1-88; correction in (1), (3) under s. 13.92 (4) (b) 6., Stats., [Register September 2015 No. 717](#).

**ER 2.03 Class titles.** (1) The official class title is the generic title established by action taken under s. 230.09 (1) (b), Stats. Any title other than the official class title may be used by the appointing authority as a working title to designate positions for purposes of internal administration as long as the working title is consistent with terminology in s. 15.02, Stats., regarding the position's relative placement in the internal organizational struc-

ture. Working titles shall have no effect on the personnel processes covered by the law or these rules.

(2) The official subtitle is a secondary explanatory title which is used to identify positions whose duties distinguish them from other positions in the same class in terms of the qualifications required for successful performance in the position. Designation of a subtitle shall be based on position analysis and is subject to the approval of the administrator. Personnel processes such as recruitment, hiring above the minimum, examination, certification, or layoff, may be based on both the class title and subtitle.

**History:** Cr. [Register, October, 1972, No. 202](#), eff. 11-1-72; am. [Register, February, 1981, No. 302](#), eff. 3-1-81; renum. from ER-Pers 2.03 and am. (2), [Register, May, 1988, No. 389](#), eff. 6-1-88; correction in (2), under s. 13.92 (4) (b) 6., Stats., [Register September 2015 No. 717](#).

**ER 2.04 Class specifications.** (1) Class specifications define the nature and character of the work of the class through the use of any or all of the following: definition statements; listings of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; and such other information necessary to facilitate the assignment of positions to the appropriate classification.

(2) Class specifications shall be the basic authority for the assignment of positions to a class.

(3) Class specifications shall not be construed to limit or modify the power of the appointing authority to assign tasks or direct or control the work or subordinate employees. The use of specific examples of work in a class specification shall not be held to exclude the assignment of other work not mentioned, nor is it implied that all stated examples of work must be performed by all employees whose positions are so classified or constitute an exhaustive or exclusive listing of work assignments.

**History:** Cr. [Register, October, 1972, No. 202](#), eff. 3-1-72; r. and recr. [Register, February, 1981, No. 302](#), eff. 3-1-81; renum. from ER-Pers 2.04 and am. (3), [Register, May, 1988, No. 389](#), eff. 6-1-88.