

**RULES
OF
TENNESSEE DEPARTMENT OF HUMAN RESOURCES**

**CHAPTER 1120-03
CLASSIFICATION**

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1120-03-.01 CREATING A CLASSIFICATION PLAN. The Department will create a classification plan, which groups positions sufficiently alike in duties, authority, and responsibilities such that the same general qualifications may reasonably be required and the same schedule of pay equitably applied to all positions in the group.

Authority: T.C.A. § 8-30-202, 8-30-203, 8-30-204, and 8-30-209. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repeal and new rule filed December 14, 2010; effective May 31, 2011.

1120-03-.02 CLASSIFICATION PLAN. The classification plan established and maintained by the Commissioner, in consultation with the appointing authorities, is a compilation of the officially authorized classes of positions for the state service. The plan contains the classification specification for each classification in the career service which may be subdivided, grouped, or ranked as deemed proper by the Commissioner. The classification plan, as recommended by the Commissioner, shall take effect when approved by the Governor, or on the thirtieth (30th) day after it is recommended to the Governor, if prior to that time it has not been disapproved by him.

Authority: T.C.A. § 8-30-209. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repeal and new rule filed December 14, 2010; effective May 31, 2011.

1120-03-.03 CLASSIFICATION SPECIFICATIONS. Classification specifications for the career service include the following:

- (1) classification title;
- (2) summary;
- (3) distinguishing features;
- (4) examples of duties and responsibilities;
- (5) minimum qualifications;
- (6) necessary special qualifications; and
- (7) examination method.

Authority: T.C.A. § 8-30-209. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987;

(Rule 1120-03-.03, continued)

effective January 2, 1988. Amendment filed August 25, 1994; effective December 29, 1994. Repeal and new rule filed December 14, 2010; effective May 31, 2011.

1120-03-.04 USE OF CLASSIFICATION TITLES. The classification titles in the classification plan are used to designate all positions in the state service in all official records, vouchers, and communications concerning those positions. No person shall be appointed to, or employed in, a position in state service under a class title which has not been approved by the Commissioner. This requirement does not preclude the use of working titles by employees in those positions where the use of working titles is helpful in the employee's performance of duties, authority, and responsibilities as long as such working titles are authorized by the employee's appointing authority.

Authority: T.C.A. § 8-30-213. **Administrative History:** *(For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repeal and new rule filed December 14, 2010; effective May 31, 2011.*

1120-03-.05 POSITION CLASSIFICATION ACTIONS.

- (1) If an appointing authority makes a significant or permanent change to the duties, authority, and/or responsibilities assigned to a position, the appointing authority should notify the Commissioner so that the Commissioner can determine if a position reclassification is necessary. If no appropriate classification exists, the Commissioner may establish a new classification.
- (2) If a change in assigned duties, authority, and responsibilities results in reclassification of the position, the employee in the position must be certified as eligible on a civil service eligible list and meet all requirements for an original appointment, reappointment, promotion, mismatch, reclassification, or reduction in rank. If ineligible to continue in the position, the employee must be transferred, reclassified or separated by appropriate action in accordance with the provisions of these Rules and the Act.
- (3) The Commissioner may make changes to the classification plan as necessary to reflect changes to the duties, authority, or responsibilities of a job classification. If a career service classification is changed due to a modification in the structure of the classification plan, positions are reallocated. Employees who have attained career status in the reallocated positions may continue in those positions without further examination or certification. Those employees who do not have career status must meet the minimum qualifications of the new classification and must appear on a referred list.
- (4) If a position is abolished which results in a career employee being laid off and a new position is then reestablished with the same or essentially similar duties within two (2) years of the date of the layoff, the career employee shall be offered the newly established position without further competition.

Authority: T.C.A. § 8-30-202, 8-30-203, 8-30-204, 8-30-210, 8-30-211, 8-30-212, and 8-30-320. **Administrative History:** *(For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repeal and new rule filed December 14, 2010; effective May 31, 2011.*

1120-03-.06 REPEALED.

Authority: T.C.A. §8-30-213. **Administrative History:** *(For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repeal filed December 14, 2010; effective May 31, 2011.*

1120-03-.07 REPEALED.

Authority: T.C.A. §§8-30-202, T.C.A. 8-30-203, T.C.A. 8-30-204, T.C.A. 8-30-210, T.C.A. 8-30-211, T.C.A. 8-30-212. **Administrative History:** (For history prior to January 2, 1988, see pages 1-2 of the Introduction at the beginning of the chapters.) Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repeal filed December 14, 2010; effective May 31, 2011.