**R477. Government Operations, Human Resource Management.**

**R477-3. Classification.**

**R477-3-1. Job Classification Applicability.**

(1) The DHRM Division Director shall prescribe the procedures and methods for classifying positions except for the following positions, which include:

(a) employees already exempted from DHRM rules in Section R477-2-1;

(b) employees in:

(i) the office and residence of the governor;

(ii) the Public Lands Policy Coordinating Council;

(iii) the Office of the Utah State Auditor; and

(iv) the Utah State Treasurer's Office;

(c) employees of the State Board of Education;

(d) employees in any position that is determined by statute to be exempt from classified service;

(e) employees whose agency has authority to make rules regarding performance, compensation, and bonuses for its employees;

(f) other persons appointed by the governor under statute;

(g) temporary employees who work part time indefinite or work on a time limited basis;

(h) patients and inmates designated as schedule AU;

(i) members of state and local boards and councils and other employees designated as schedule AQ; and

(j) educational interpreters and educators as defined by Section 53E-8-102 who are employed by the Utah Schools for the Deaf and the Blind.

(2) The DHRM Division Director may designate specific job titles, job and position identification numbers, schedule codes, and other administrative information for employees exempted in Sections R477-2-1 and R477-3-1 for identification and reporting purposes only. These employees are not considered classified employees.

(3) Employees in schedule codes AD and AR are not considered classified employees but are subject to Sections R477-3-2 and R477-3-3.

**R477-3-2. Job Description.**

(1) DHRM shall maintain job descriptions, as appropriate.

(2) Job descriptions shall contain:

(a) job title;

(b) distinguishing characteristics;

(c) a description of tasks commonly associated with most positions in the job;

(d) statements of required knowledge, skills, and other requirements; and

(e) FLSA status and other administrative information as approved by DHRM.

**R477-3-3. Assignment of Duties.**

(1) Management may assign, modify, or remove any position, task, or responsibility to accomplish reorganization, improve business practices or processes, or for any other reason deemed appropriate by agency management.

(2) Significant changes in the assigned duties may require a position classification review as described in Section R477-3-4.

**R477-3-4. Position Classification Review.**

(1) DHRM may conduct a formal classification review:

(a) as part of a classification study;

(b) at the request of agency management, with the approval of the DHRM Division Director or designee; or

(c) as part of a classification grievance review.

(2) DHRM shall determine if there have been sufficient significant changes in the duties of a position to warrant a formal review.

(3) DHRM may not conduct a classification review until after an appropriate settling period following reorganization of an agency or position redesign.

(4) The DHRM Division Director or designee shall make final classification decisions unless overturned by a hearing officer or court.

**R477-3-5. Position Classification Grievances.**

(1) Under Section 63A-17-602, an agency or a career service employee may grieve formal classification decisions regarding the classification of a position.

(a) This rule refers to grievances concerning the assignment of individual positions to appropriate jobs based on duties and responsibilities. The assignment of salary ranges is not included in this rule.

(b) An employee may only grieve a formal classification decision regarding the employee's own position.

(2) DHRM shall send formal notification to grievants under this subsection and retain written record of the notification.

**KEY: administrative procedures, grievances, job descriptions, position classifications**

**Date of Last Change: July 1, 2025**

**Notice of Continuation: March 9, 2022**

**Authorizing, and Implemented or Interpreted Law: 63A-17-106; 63A-17-307; 63A-17-602**