

## RECLASS A VACANT POSITION EPAR SUBMISSION GUIDE

### Overview/Tips

This E-PAR is used to reclassify a vacant position currently on your complement. This action cannot be combined with any other action; however, a subsequent E-PAR to fill the vacancy may be submitted upon approval.

This form is **only** used for vacant positions. Please make sure the position is vacant on the date of reclassification before submitting the PAR.

### EPAR Form

Commonwealth of PA E-PAR

**Position Action:\***

- Change Supervisor Position
- Create a Position
- Delimit a Position
- Fill a Vacant Position
- Reclassify/Reallocate a Filled Position
- Reclassify/Reallocate a Vacant Position 1**
- Update Roles
- Other - Please Explain

**Employee Action:\***

- Separation
- Working Out of Class
- Other - Please Explain

**Other/Please Explain:**

Select One

**Position Number:**

00093364 2

**Personnel Number:**

Submit

\*To deselect an action, hold down the C

- 1 Choose Reclassify/Reallocate a Vacant Position under Position Action
- 2 Position Number: Enter 8-digit position number to be reclassified then click submit.

## Reclassify/Reallocate a Vacant Position

PAR ID:	Reclass/Reallocate a Vacant Position - 00354560 - Env Engrg Spcst - 0009336		
Pos No:	00093364 <span>1</span>	Supv. Pos.? <input type="text" value="N"/>	Proposed Eff Dt: <input type="text" value=""/> <span>2</span> (mm/dd/yyyy)
Earl RA Dt:	<input type="text"/>		
<b>Current</b>	<span>3</span> Current information will pre-populate based on position number entered and SAP data.		
Org:	00354560 - EP SWRO Clean Wtr		
Job:	14520 - Environmental Engineering Specialist		
Pers Subarea:	<input type="text"/>	Cont. Type: <input type="text" value="Select One"/>	Pay Area: <input type="text"/>
Emp Grp:	<input type="text"/>	Emp Sub Grp: <input type="text"/>	Conf Ind: <input type="checkbox"/>
Pay Grp:	ST07	Pay Lvl: <input type="text"/>	Pos Typ Svc: <input type="text" value="C"/>
Budget Fund:	1038100000	Fund Center: 3544560000	Cost Center: 3544560000
Internal Order:	935415090000	WBS Element: <input type="text"/>	Percent: <input type="text" value="100"/>
Hdq. County:	002	Hdq. Mncpy: <input type="text" value="PBLR"/>	<a href="#">View Position Cost Distribution</a>
Spv. Pos No:	00009030	Spv. Name: <input type="text" value="Donald Leone"/>	

- 1 Proposed position number should match the number entered on the previous screen.
- 2 Effective date of the reclassification.
- 3 Current position information

## Proposed Position

**Proposed (Optional)**

Org:	Select One	1						
Job:	Select One	2						
Pers Subarea:		3	Cont. Type:	Select One	4	Pay Area:	Select One	5
Emp Grp:	Select One	6	Emp Sub Grp:	Select One	7	Conf Ind:	<input type="checkbox"/>	8
Pay Grp:		9	Pay Lvl:		10	Pos Typ Svc:	Select One	11
Budget Fund:		12	Fund Center:		12	Cost Center:		12
Internal Order:		13	WBS Element:		13			

Complete all fields, even if there are no changes, unless noted in comments below.

- 1 New organization the position should report to
- 2 New job code of the position
- 3 Personnel Subarea of the new job code according to PO03D, Detail Job Attributes.
  - Defines the position's bargaining unit.
  - Defines the position's Fair Labor Standards Act (FLSA) coding for OT purposes.
- 4 Contract type (Civil Service, Non-Civil Service, Unclassified, etc.) of the new job code according to PO03D, Detail Job Attributes.
  - Choose the appropriate status (emergency, probationary, regular, etc.)
  - Some job codes can be either Civil Service (CS) or Non-Civil Service (NCS) - Confirm the correct status type with your HR Office
- 5 Appropriate pay area for your agency
- 6 The duration of the position (permanent, non-permanent, annuitant, etc.)
- 7 Position's work status (full-time, part-time, etc.), and the standard biweekly work hours (75 hours per pay, 80 hours per pay, etc.)
- 8 Select this box if the position should be classified as Confidential.
  - Bargaining unit covered positions classified as Confidential do not earn seniority or pay union dues/fair share
  - Management employees do not earn seniority, and therefore should not be classified as Confidential
- 9 Pre-populates based on the job classification selected
- 10 Should remain blank for vacant positions
- 11 Civil Service, Non-Civil Service, Unclassified, etc. according to job specifications
- 12 Budget Fund, Fund Center and Cost Center will be reviewed and/or updated by Agency budget office.
- 13 Complete if federal funds are involved with position. Otherwise, should remain blank.

## Proposed Position, continued

Local Code:	<input type="text" value=""/>	14	Bud. Imp Ind:	<input type="text" value="Select One"/>	15	Furlough Unit:	<input type="text" value=""/>	16
Hdq. County:	<input type="text" value=""/>	17	Hdq. Mncpy:	<input type="text" value=""/>	17	Zip Code:	<input type="text" value=""/>	17
Spv. Pos No:	<input type="text" value=""/>	18	Spv. Name:	<input type="text" value=""/>				
Description:	<input type="text" value=""/>							19
Status:	<b>Requester</b>		<a href="#">View Position Description</a>					
Submit to:	<input type="text" value="Select One"/>	20	<a href="#">View Role Summary</a>					
Your email:	<input type="text" value="anedimyer@pa.gov"/>							<a href="#">Attach Documents</a>
Spv/Mgr email:	<input type="text" value="acrumlich@pa.gov"/>	<input type="button" value="EditEmail"/>						
HR email:	<input type="text" value="jfreysinge@pa.gov"/>							
<input type="button" value="Submit"/>								*Indicates a required field

- 14 Designates where the employee's union dues or fair share fees are paid. Bargaining unit covered positions should always have a Local Code which is usually based on Bargaining Unit and County of position's work location. Management covered positions do not receive a Local Code, and field should be left blank.
- 15 Select the appropriate indicator for criticality of position in event of budget impasse.
- 16 Bargaining unit covered position should always have a Furlough Unit; for Civil Service management positions this is used to designate the appropriate furlough unit in the event of an agency furlough
- 17 Work location County, Municipality, and Zip Code
- 18 Supervisor position number to which the reclassified position will report
- Supervisor name will populate based on position entered
- 19 Enter comments or special instructions as needed.
- Indicate if position's EPR performance cycle code needs to be changed due to the change in organization.
  - Indicate the position's physical work address if different from the new organization's work address.
- 20 Choose appropriate option based on your agency's chain of approval and select Submit.

## References

[Personnel Rules \(MD 505.7 Amended\)](#)  
[Management Directive 520.5 \(Centralized Job Control System\)](#)  
[Management Directive 520.6 \(Position Classification\)](#)