



STATE OF RHODE ISLAND AND PROVIDENCE
PLANTATIONS

RHODE ISLAND DEPARTMENT OF TRANSPORTATION
OFFICE OF HUMAN RESOURCES

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RE: RIDOT INTERNAL PROCEDURE FOR PROCESSING EMPLOYEE JOB
STUDY QUESTIONNAIRES

Purpose: All classified state employees have the right to initiate a classification review by preparing and submitting a Classification Questionnaire to their Section supervisor. Once such a submission is made, it is the supervisor's responsibility to provide concise and accurate comment. Thereafter, the Questionnaire is forwarded first to the appropriate Division Administrator and then to the RIDOT Human Resources Office (HRO) for processing and submission to the Department of Administration. This procedure is intended to assure accountability at every level.

Goal: It is the goal of the Department to ensure the timely, consistent and effective management of the Classification Questionnaire review process in accordance with DOA/Office of Personnel Administration (OPA) requirements, contractual obligations, good administrative practice, and the best operating interests.

Procedure:

1. Any classified employee may request a Classification Questionnaire form from his/her supervisor or from the RIDOT HRO; the classification review process is initiated when the employee submits a completed form to his/her Section supervisor.
2. The Section supervisor shall:
 - a. Complete the appropriate section of the Classification Questionnaire form; in doing so, clearly state whether s/he believes that the employee is working out-of-class and what the appropriate class title should be.
 - b. Complete a RIDOT "Supervisor's Review of Employee Job Study Request" form.

- c. Forward both forms to their Division Administrator for review and comment.
3. The Division Administrator shall:
 - a. Review and initial both forms, comment as appropriate, and transmit the completed forms to the HRO.
4. The Human Resources Office shall:
 - a. Review for completeness and transmit the Questionnaire to the Office of Personnel Administration in the Department of Administration; the Supervisor's Comments will be retained within the Department.
 - b. Maintain official departmental records and monitor the progress of the Questionnaire through the OPA process.
 - c. Serve as a source of information and guidance for both the Department and OPA in regard to the processing of the Questionnaire.
 - d. Provide consultation to Division Administrators, Section supervisors and the Director as necessary. Sections may request HRO assistance at any point in the Classification Questionnaire preparation or review process; requests must be initiated by Section supervisor, Division Administrator or their designee and should be addressed to the RIDOT Human Resources Administrator.
5. The Department has a contractual obligation to employees represented by IFPTE, LIUNA and AFSCME to send completed Questionnaires to OPA as soon as practical of an initial employee submission to the Section supervisor.
6. The OPA's Classification Section makes the final determination on whether an employee is working out-of-class, but the final approval and implementation remains the decision of the Director of Transportation.
7. The RIDOT retains the right to remove questionable duties at any time that its is determined to be in the best interest of the State. If the Director chooses not to implement the findings of OPA, the employee will be instructed to cease performing the out-of-class duties.