

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



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TO: Distribution List
Division Administrators
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FROM: Michael P. Lewis
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SUBJECT: Internal Organizational Changes and Employee Out-of-Classification
Assignments

As a reminder to all RIDOT managers, any proposed changes in any Division, Section or Unit alignment, or employee reassignments of responsibilities that would necessitate internal organizational refinements does require the prior review and approval of the Director of Transportation.

Administrators and Supervisors are not authorized to assign any employee to perform duties and responsibilities of higher classifications that precipitate working out-of-classification situations. Divisional Managers anticipating such issues need to bring them to the attention of the Human Resources Office, immediately. Classification review studies are intended to be a means to address long-term evolutionary changes in an individual's basic job responsibilities. It is the responsibility of the Director and senior staff to ensure that all contractual, equal opportunity, and civil service requirements are met.

The Human Resources staff will monitor this process and provide periodic organizational status reports to the Director and Deputy Director.