

Class Option Test

Completion of the following will assist in determining if the establishment of a new option or association of an existing option is appropriate.

Position(s) Title:	
I want to....	
<input type="checkbox"/> Create A New Class Option <input type="checkbox"/> Associate An Existing Class Option	
Class Option Title:	
<input type="checkbox"/> YES <input type="checkbox"/> NO	The work itself (responsibility, level of discretion, etc.) of this position is the same as other positions in the class. This position will remain in the same bargaining unit as other positions in its class, has the same Hay Rating as other positions in its class, and is properly allocated to its class.
<input type="checkbox"/> YES <input type="checkbox"/> NO	The position contains an area of specialization that requires (select one): <input type="checkbox"/> Special licensure <input type="checkbox"/> Certification <input type="checkbox"/> Registration (with a board, association, etc.) Describe the area selected above:
<input type="checkbox"/> YES <input type="checkbox"/> NO	This position is a subset of one or more positions within a job class. I.e.: Duties are at an equal level and involve similar types of work <i>AND</i> one or more of the following required KSAs is different (select one): <input type="checkbox"/> Knowledge <input type="checkbox"/> Skills <input type="checkbox"/> Abilities Describe the KSA selected above:
<input type="checkbox"/> YES <input type="checkbox"/> NO	Are you able to identify qualified applicants for this position through a slightly modified screening process? If "no", please explain:
<input type="checkbox"/> YES <input type="checkbox"/> NO	Can you identify the qualifications unique to select class positions/position that must be met by a candidate entering the position through layoff/bumping? If "yes", please describe:
Summary	In summary, describe why a class option is being requested and what it is anticipated to accomplish:



Submit this completed form to MMB prior to submitting a Class Option Action Form