

(2) The Secretary shall ensure that each class comprises one or more positions:

- (i) that are similar in their duties and responsibilities;
- (ii) that are similar in the general qualifications required to perform those duties and responsibilities;
- (iii) to which the same standards and, if required, tests of fitness can be applied; and
- (iv) to which the same rates of pay can be applied.

(3) The Secretary shall give each class a descriptive classification title that indicates the character and rank of employment.

(4) Subject to the approval of the Governor, the Secretary shall, when necessary:

- (i) create additional classes; and
- (ii) abolish, combine, or modify existing classes.

(b) (1) Each employee in a position shall assume the classification title given the class to which that position belongs.

(2) The Secretary, the Comptroller, and the Treasurer shall use these classification titles in all relevant records and communications.

(c) (1) A material change in the duties of a position operates to abolish the position and create a new position in its place.

(2) The Secretary shall classify each new position created under paragraph (1) of this subsection.

(d) (1) To ensure that positions are classified properly, the Secretary periodically shall conduct a classification audit of a random sample of all positions under the salary jurisdiction of the Secretary.

(2) The Secretary may order a unit to take appropriate action to bring a position into compliance with the classification audit and findings of the Secretary.

(3) If the Secretary determines that a filled position is underclassified, the Secretary shall reclassify the position effective immediately or at any other time on or before the first day of the next fiscal year after the determination.

(4) If the Secretary determines that a filled position is overclassified, the Secretary shall reclassify the position effective on the first day of the third fiscal year after the determination.

(e) (1) If the Secretary determines that a position is classified improperly, the Secretary shall reclassify the position to a class that is more appropriate for that position.