

(IV) TO WHICH THE SAME RATES OF PAY CAN BE APPLIED;

(4) GIVE EACH CLASS A DESCRIPTIVE CLASSIFICATION TITLE;

(5) PREPARE A DESCRIPTION OF EACH CLASS; AND

(6) (I) CREATE ADDITIONAL CLASSES; AND

(II) ABOLISH, COMBINE, OR MODIFY EXISTING CLASSES.

~~(B)~~ (C) THE SECRETARY SHALL:

(1) ASSIGN A CLASS TO THE SKILLED SERVICE, PROFESSIONAL SERVICE, MANAGEMENT SERVICE, OR EXECUTIVE SERVICE, AS APPROPRIATE; AND

(2) DESIGNATE POSITIONS THAT ARE FILLED BY SPECIAL APPOINTMENT.

4-202.

THE SECRETARY SHALL:

(1) ESTABLISH STANDARDS AND GENERAL PROCEDURES TO BE USED TO CLASSIFY POSITIONS IN THE SKILLED SERVICE, PROFESSIONAL SERVICE, MANAGEMENT SERVICE, AND EXECUTIVE SERVICE; AND

(2) PROVIDE TRAINING AND GUIDANCE ON THE USE OF THOSE STANDARDS AND PROCEDURES.

4-203.

(A) THE HEAD OF A PRINCIPAL UNIT SHALL SUBMIT FOR THE SECRETARY'S APPROVAL A POSITION CLASSIFICATION PLAN FOR CLASSIFYING POSITIONS IN THE UNIT THAT ARE IN THE SKILLED SERVICE, PROFESSIONAL SERVICE, AND MANAGEMENT SERVICE.

(B) THE HEAD OF A PRINCIPAL UNIT OR DESIGNEE SHALL CLASSIFY SKILLED SERVICE POSITIONS, PROFESSIONAL SERVICE POSITIONS, AND MANAGEMENT SERVICE POSITIONS IN THE UNIT IN ACCORDANCE WITH THE APPROVED CLASSIFICATION PLAN.

(C) (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.

(D) TO ENSURE THAT POSITIONS IN THE STATE PERSONNEL MANAGEMENT SYSTEM ARE CLASSIFIED PROPERLY, THE SECRETARY:

(1) SHALL CONDUCT POSITION CLASSIFICATION AUDITS; AND

(2) SHALL CONDUCT OPERATIONAL AUDITS OF CLASSIFICATION PRACTICES AND RECORDS IN UNITS AS NECESSARY.