

**Article - State Personnel and Pensions**

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}~~ **MAY** conduct position classification audits AT LEAST ONCE EVERY 3 YEARS; and

(2) ~~{shall}~~ **MAY** conduct operational audits of classification practices and records in units ~~as necessary~~ AT LEAST ONCE EVERY 3 YEARS.

7-201.

(a) This subtitle does not apply to a special appointment position in the skilled service or professional service.

(b) Each unit shall fill vacant skilled service and professional service positions in accordance with a position selection plan.

(c) To ensure compliance with State and federal employment laws and to ensure consistency in recruitment and hiring practices in the State Personnel Management System, the Department ~~{shall}~~ **MAY**:

(1) assist units in developing application forms, position selection plans, selection tests, and announcement forms; and

(2) ~~periodically~~ review and audit recruitment and hiring practices of ~~{all}~~ **SELECTED** appointing authorities AT LEAST ONCE EVERY 3 YEARS.

(d) On request of a unit that is not able to conduct all or part of its own recruitment or selection testing for a position because it lacks the appropriate resources, the Department, consistent with its resources, shall assist the unit in conducting the requested recruitment and selection testing.

~~13-205.~~

~~(a) The Secretary periodically {shall} MAY audit a sample of instances of contractual employment in the various units to determine whether:~~