

# Delegation of Classification Authority

## Letter of Agreement

The State Human Resources division within the Department of Administration is responsible for classifying all positions in executive branch agencies covered by the Broadband Classification policy. The State Human Resources division delegates classification authority to agencies that effectively demonstrate the ability to comply with the provisions of §§ 2-18, parts 1 and 2, MCA, and who agree to and remain in compliance with the policies, procedures, timelines, and standards established by the division.

This Letter of Agreement is between State Human Resources division and the Montana Historical Society. State Human Resources division hereby delegates its classification responsibilities and authority to the Montana Historical Society. Authorized classifiers employed by the Montana Historical Society shall approve all Montana Historical Society classification decisions, except as provided in sections C and F of this document. The decision of the State Human Resources division's classifier is final when classifying positions under sections C and F.

The following criteria and procedures are required for delegation:

A. **Authorizing Montana Historical Society Classifications** - State Human Resources division authorizes the Montana Historical Society to classify positions, according to Broadband Classification policy and procedures, except as provided in sections C and F. The Montana Historical Society shall base each classification decision on the review and approval of the Montana Historical Society's authorized classifier. The following classifier(s) are authorized at the Montana Historical Society:

- Randa Renenger

State Human Resources division may modify the list of authorized classifiers at the Montana Historical Society. The Montana Historical Society shall provide a copy of this agreement to its authorized classifiers.

If the Montana Historical Society acquires a classifier not identified on this agreement, the Montana Historical Society shall:

- provide a copy of this delegation agreement to the classifier, and
- notify the State Human Resources to request the classifier be added to this agreement through an effective-dated addendum to indicate the revised list of authorized classifiers for the Montana Historical Society.

B. **Authorized Classifier Qualifications** - The State Human Resources division provides training and requirements for Montana Historical Society staff to achieve and maintain authorized classifier status. Authorized classifiers achieve and maintain their status through the following:

- completing Classification Basics (training class),
- successfully completing at least seven classifications reviewed and approved by a mentor,
- passing a classification final exam,
- reviewing new standards relevant to the Montana Historical Society,

- participating in creating or revising occupational standards applicable to the Montana Historical Society,
- completing any classification training updates and assessments, and
- complying with Broadband Classification policy requirements.

State Human Resources may remove a classifier's authorized status based on:

- violation of policy,
- violation of the methods and procedures established by State Human Resources in the classification manual,
- violation of the Montana Historical Society's delegation agreement, or
- extended absence from classification activities.

An individual who was previously an authorized classifier and who chooses to regain authorized classifier status shall complete additional training, successfully pass a classification assessment, and demonstrate compliance with the methods and procedures established by the State Human Resources division.

- C. **Conflict of Interest** – The State Human Resources division classifies or approves the classification of positions wherever a conflict of interest exists at the Montana Historical Society. To avoid a conflict of interest and ensure transparency, the Montana Historical Society must submit all classification requests and reviews of the following positions to the State Human Resources Division:
- Montana Historical Society human resources employees
  - managers of classifiers
  - those managed by classifiers
  - any other instance where a conflict of interest exists, such as classifying a relative's position, an employee's business partner, or when another high-level position's authority overlaps with the authority of the classifier's manager.
- D. **Classification Appeals** - This agreement does not modify the rights of an employee under the classification appeals procedure specified in ARM 24.26.540 et seq. The Montana Historical Society is responsible for responding to classification appeals at Step One of the grievance procedure as detailed in ARM 24.26.544.
- E. **Classification Audit** - The Montana Historical Society shall provide a report of classification actions conducted within the Montana Historical Society upon request by the State Human Resources division. The State Human Resources division will audit Montana Historical Society classification actions under the terms of this agreement. Audits may result in actions such as additional classification training and corrections to classification decisions. Continued non-compliance may result in removal of the classifier from the list of authorized classifiers or revocation of the Montana Historical Society's delegation agreement.
- F. **Classification Corrections** - The State Human Resources division reserves the authority to correct a position's classification during a dispute, upon request by the Montana Historical Society, during an audit, or upon review by State Human Resources. The State Human Resources division may correct a position's classification when it identifies:
- incomplete or erroneous information about essential job duties;
  - inconsistent application of the classification procedures or standards; or
  - violation of the Broadband Classification policy.

G. **Documentation** - The Montana Historical Society shall maintain an electronic record of all documentation for each classification action. The Montana Historical Society shall provide copies of its classification documents upon request. The State Human Resources division or the Montana Historical Society can terminate this agreement upon written notice to the other party.


H. **Non-compliance** - If the State Human Resources division identifies continued improper classifications or improper application of the classification procedures at the Montana Historical Society, the division may:

- require Montana Historical Society classifiers attend additional training or testing,
- require that the Montana Historical Society meet agreed-upon provisions determined by the State Human Resources division, or
- withhold, suspend, or revoke delegation classification authority from the Montana Historical Society until the underlying classification problems are resolved.

If the delegation agreement is revoked, the Montana Historical Society shall be required to submit its classifications to the State Human Resources division. The classifications shall be approved by State Human Resources prior to the classification being finalized.

The State Human Resources division may alter the terms of this agreement at any time. If an agreement is revised, the Director of the Montana Historical Society shall sign the revised agreement to maintain delegated status.

This agreement is effective upon signature of all parties.

DocuSigned by:  
  
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 Karol Anne Davis, Administrator  
 State Human Resources Division

7/24/2024  
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 Date

DocuSigned by:  
  
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 Molly Kruckenberg, Director  
 Montana Historical Society

7/24/2024  
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 Date