



**Department of Workforce Services  
Issuance PY 06-09**

**From:** Artee Williams, Director

**Date:** April 6, 2007

**SUBJECT:** Criteria for Classification of Local Offices

1. **Purpose:** To announce changes in local office classification criteria
2. **Information:** The current criteria for classification of local offices was announced in Administrative Memorandum Number 4-90, dated January 10, 1990, amended in Administrative Memorandum Number 45-93, dated December 17, 1993, and issued again in Administrative Memorandum Number 29-99, dated September 8, 1999. Since that time, changes in structure of the agency field operations have occurred and, recently, the TANF program transferred from DHHS to DWS. Because of these changes, the following classification criteria have been approved.

Department of Workforce Services (DWS) local offices will be ranked as Level I, (Manager, Grade 20), Level II (Manager, Grade 21), and Level III (Manager, Grade 22).

**Levels of ranking will be based on the following:**

1. Programs Managed – DWS manages a number and a variety of different programs such as Unemployment Insurance, Employment Service, Transitional Employment Assistance, Dislocated Workers, Veterans Program, Work Opportunity Tax Credit, Trade Readjustment Allowance (TRA), Trade Adjustment Assistance (TAA), and must be proficient in the rules and regulations in working with the Workforce Investment Act (WIA) programs. All office managers must have expertise in each of the programs listed and must ensure that all staff receive ongoing training to keep pace with constant changes in federal program policies and rules. The number of fulltime and intermittent staff, along with the geographic area of coverage, will be used as a guide to establish the level of ranking for each local office. The number and variety of programs administered will be one factor in determining the level of ranking of each local office.

2. Allocation of Fulltime Equivalent Positions – Fulltime positions allocated will also be a consideration in ranking the levels of local offices. In general, offices with less than ten full-time equivalent (FTE) positions will be ranked as a Level I (Grade 20). Offices with more than 10 FTE's but less than 15 will be ranked as Level II offices (Grade 21), and offices with more than 15 FTE's will be Level III offices (Grade 22).
3. Performances Expectations Based on Local Priorities – Priorities will vary based on geographic area served to include needs of business and industry. Meeting local expectations will be the third consideration in determining local office levels.

The three above criteria will be reviewed annually for outcomes to determine the local office level classification. In addition, the same review will be made before vacant positions are filled in each manager classification.

3. **Action Required:** Please make this memorandum available to all staff.
4. **Expiration:** Continuing

## **CLASS I LOCAL OFFICE**

- Services provided: Include base-level and specialized service for the Unemployment Insurance Program, Employment Services, WOTC, LVER, DVOP, TEA, TAA, TRA, Work Pays, and other program services implemented by the department.
- Staff allocation: Must be less than ten (10) full-time positions.
- Area needs: Must be able to meet the service needs of area employers, industry and the community.
- Manager allocation: Pay Grade 20 manager position authorized.
- Classification changes: Local Office classification may be changed with the approval of the DWS Director if changes occur in services provided, staff allocation, and area needs.

## CLASS II LOCAL OFFICE

- Services provided: Include base-level and specialized service for the Unemployment Insurance Program, Employment Services, WOTC, LVER, DVOP, TEA, TAA, TRA, Work Pays, and other program services implemented by the department.
- Staff allocation: Must be equal or exceed ten (10) but less than fifteen (15) full-time positions.
- Area needs: Must be able to meet the service needs of area employers, industry and the community.
- Manager allocation: Pay Grade 21 manager position authorized.
- Classification changes: Local Office classification may be changed with the approval of the DWS Director if changes occur in services provided, staff allocation, and area needs.

### **CLASS III LOCAL OFFICE**

- Services provided: Include base-level and specialized service for the Unemployment Insurance Program, Employment Services, WOTC, LVER, DVOP, TEA, TAA, TRA, Work Pays, and other program services implemented by the department.
- Staff allocation: Must be equal or exceed fifteen (15) full-time positions.
- Area needs: Must be able to meet the service needs of area employers, industry and the community.
- Manager allocation: Pay Grade 22 manager position authorized.
- Classification changes: Local Office classification may be changed with the approval of the DWS Director if changes occur in services provided, staff allocation, and area needs.