



State of Connecticut Human Resources  
**DAS Human Resources Management**

**Documenting new job classifications and revisions and position allocations as meeting the statutory definition of “Managerial Employee”**

Form #: CT-HR-3

Revision Date: 12/2003

It is the policy of DAS that all classifications in LU 02, and the people whose positions are allocated to such classifications, must meet the definition of “Managerial Employee” found in CGS 5–270(g). DAS HR Consultants are to review all materials relevant to making a class or position allocation decision of this type. They are to indicate below what of the listed criteria are satisfied and the documentation that was available to make that determination before a “management” class or position allocation is approved in DAS.

**“Managerial Employee” within the classified service is defined as follows:** *Any individual in a position in which the principal functions are characterized by not fewer than two of the following criteria:*

Mark if “met”	Criteria to be met. (Check the types of available supporting documentation available below and append to this form.)	Initials of Consultant
<input type="checkbox"/>	<p><b><i>Responsibility for direction of a subunit or facility of a major division of an agency or assignment to an agency head’s staff</i></b></p> <p><input type="checkbox"/> Table of organization <input type="checkbox"/> Duties questionnaire <input type="checkbox"/> PLD-1 <input type="checkbox"/> Detailed letter of explanation <input type="checkbox"/> Other justification/documentation</p>	
<input type="checkbox"/>	<p><b><i>Development, implementation and evaluation of goals and objectives consistent with agency mission and policy</i></b></p> <p><input type="checkbox"/> Table of organization <input type="checkbox"/> Duties questionnaire <input type="checkbox"/> PLD-1 <input type="checkbox"/> Detailed letter of explanation <input type="checkbox"/> Other justification/documentation</p>	
<input type="checkbox"/>	<p><b><i>Participation in the formulation of agency policy</i></b></p> <p><input type="checkbox"/> Table of organization <input type="checkbox"/> Duties questionnaire <input type="checkbox"/> PLD-1 <input type="checkbox"/> Detailed letter of explanation <input type="checkbox"/> Other justification/documentation</p>	
<input type="checkbox"/>	<p><b><i>A major role in the administration of collective bargaining agreements or major personnel decisions, or both, including staffing, hiring, firing, evaluation, promotion and training of employees</i></b></p> <p><input type="checkbox"/> Table of organization <input type="checkbox"/> Duties questionnaire <input type="checkbox"/> PLD-1 <input type="checkbox"/> Detailed letter of explanation <input type="checkbox"/> Other justification/documentation</p>	

Classification/Job Code:                      Agency/Position:                      Transaction #:

**Reviewed:**

DAS Designee:

Date