**Section 50.20 Classification Plan**

a) The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those which meet the requirements of the Secretary of State Merit Employment Code ("Code") (Ill. Rev. Stat., ch. 124, par. 101, et seq) and Personnel Rules (80 Ill. Adm. Code 410 and 420), including the Classification Plan, and which conform to the following currently acceptable principles of position classification in the merit system:

1) Definitive description of duties, including a clear statement of distinguishing features and illustrative duties;

2) Identifiable differentiation between classes and levels of classes;

3) Progression between classes;

4) Provision for reasonable and valid basis of merit selection through examination;

5) Consistency of requirements for, and duties of, a given class;

6) Consistency within classes regarding difficulty, complexity and nature of work;

7) Consistency with other classes similar in difficulty, complexity, and nature of work.

b) In the event that it can be reasonably anticipated that employee layoffs will result by virtue of class specification revisions, the Director will supply to the Commission, prior to review, full detailed information respecting such prospective layoffs.

(Source: Amended at 11 Ill. Reg. 6285, effective April 15, 1987)