

# HOUSE . . . . . No. 3375

By Mr. Colo of Athol, petition of H. Thomas Colo relative to establishing a classification system for certain non-civil service state employees. Public Service.

## The Commonwealth of Massachusetts

In the Year One Thousand Nine Hundred and Seventy-Five.

AN ACT ESTABLISHING A SYSTEM OF CLASSIFICATION FOR CERTAIN  
NON-CIVIL SERVICE APPOINTED EMPLOYEES OF THE  
COMMONWEALTH.

*Be it enacted by the Senate and House of Representatives in  
General Court assembled, and by the authority of the same, as  
follows:*

1 SECTION 1. Chapter 3 of the General Laws is hereby  
2 amended by inserting after section 64 of said chapter the  
3 following new section:—

4 *Section 66.* The Speaker of the House of Representatives and  
5 the President of the Senate, or their designees, shall classify all  
6 appointive offices and positions in the legislature, and from time  
7 to time shall review said offices and positions and reclassify  
8 them when necessary.

9 In so classifying or reclassifying any such office or position  
10 the Speaker and President, or their designees shall ascertain and  
11 record the duties, responsibilities, organizational relationships,  
12 qualifications for, and other significant characteristics of the  
13 office or position, including, but not limited to the average  
14 hours per day and week necessary to adequately perform in said  
15 office or position, the number of weeks per year required of said  
16 position, and the amount of sick leave and vacation time  
17 allowed for said office or position.

18 The classifications developed pursuant to the preceeding two  
19 paragraphs shall be a matter of public record and be made  
20 available in the office of the House Clerk and Senate Clerk  
21 during normal business hours.

22 Included in said records shall be the name of the person filling  
23 said office or position, and the salary of said person.

1 SECTION 2. Chapter 9 of the General Laws is hereby  
2 amended by inserting after section 29 of said chapter the  
3 following new section:—

4 The Secretary of State, or his designee, shall classify all  
5 appointive offices and positions for which said officer is the  
6 appointing authority, and from time to time shall review said  
7 offices and positions and reclassify them when necessary.

8 In so classifying or reclassifying any such office or position  
9 the Secretary of State, or his designee shall ascertain and record  
10 the duties, responsibilities, organizational relationships,  
11 qualifications for, and other significant characteristics of the  
12 office or position, including, but not limited to the average  
13 hours per day and week necessary to adequately perform in said  
14 office or position, the number of weeks per year required of said  
15 position, and the amount of sick leave and vacation time  
16 allowed for said office or position.

17 The classifications developed pursuant to the preceding two  
18 paragraphs shall be a matter of public record and be made  
19 available in the office of the Secretary of State during normal  
20 business hours.

21 Included in said records shall be the name of the person filling  
22 said office or position, and the salary of said person.

1 SECTION 3. Chapter 10 of the General Laws is hereby  
2 amended by inserting after section 5 of said chapter the  
3 following new section:—

4 *Section 5A.* The State Treasurer, or his designee, shall  
5 classify all appointive offices and positions for which said officer  
6 is the appointing authority, and from time to time shall review  
7 said offices and positions and reclassify them when necessary.

8 In so classifying or reclassifying any such office or position  
9 the State Treasurer, or his designee, shall ascertain and record  
10 the duties, responsibilities, organizational relationships,  
11 qualifications for, and other significant characteristics of the  
12 office or position, including, but not limited to the average  
13 hours per day and week necessary to adequately perform in said  
14 office or position, the number of weeks per year required of said  
15 position, and the amount of sick leave and vacation time  
16 allowed for said office or position.

17 The classifications developed pursuant to the preceding two  
18 paragraphs shall be a matter of public record and be made  
19 available in the office of the State Treasurer during normal  
20 business hours.

21 Included in said records shall be the name of the person filling  
22 said office or position, and the salary of said person.

1 SECTION 4. Chapter II of the General Laws is hereby  
2 amended by inserting after section 6 of said chapter the  
3 following new section:—

4 *Section 6A.* The State Auditor, or his designee, shall classify  
5 all appointive offices and positions for which said officer is the  
6 appointing authority, and from time to time shall review said  
7 offices and positions and reclassify them when necessary.

8 In so classifying or reclassifying any such office or position  
9 the State Auditor, or his designee, shall ascertain and record the  
10 duties, responsibilities, organizational relationships,  
11 qualifications for, and other significant characteristics of the  
12 office or position, including, but not limited to the average  
13 hours per day and week necessary to adequately perform in said  
14 office or position, the number of weeks per year required of said  
15 position, and the amount of sick leave and vacation time  
16 allowed for said office or position.

17 The classifications developed pursuant to the preceding two  
18 paragraphs shall be a matter of public record and be made  
19 available in the office of the State Auditor during normal  
20 business hours.

21 Included in said records shall be the name of the person filling  
22 said office or position, and the salary of said person.

1 SECTION 5. Chapter 12 of the General Laws is hereby  
2 amended by inserting after Section 11E of said chapter the  
3 following new section:—

4 *Section 11F.* The Attorney General or his designee, shall  
5 classify all appointive offices and positions for which said officer  
6 is the appointing authority, and from time to time shall review  
7 said offices and positions and reclassify them when necessary. In  
8 so classifying or reclassifying any such office or position the  
9 Attorney General, or his designee, shall ascertain and record the  
10 duties, responsibilities, organizational relationships,  
11 qualifications for, and other significant characteristics of the  
12 office or position, including, but not limited to the average  
13 hours per day and week necessary to adequately perform in said  
14 office or position, the number of weeks per year required of said  
15 position, and the amount of sick leave and vacation time  
16 allowed for said office or position.

17 The classifications developed pursuant to the preceding two  
18 paragraphs shall be a matter of public record and be made  
19 available in the office of the Attorney General during normal  
20 business hours.

21 Included in said records shall be the name of the person filling  
22 said office or position, and the salary of said person.