

In Rīga, 30 November 2010

Regulation No.1075  
(Protocol No. 69, § 55)

## **Catalogue of Positions of State and Local Government Institutions**

With amending regulations of:

20 September 2011 [ shall come into force from 24 September 2011]

7 February 2012 [shall come into force from 10 February 2012]

6 January 2015 [shall come into force from 10 January 2015]

15 May 2018 [shall come into force from 1 June 2018]

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Issued pursuant to Section 7,  
Paragraph three, Clause 1 and 2 and Paragraph four,  
Section 7<sup>1</sup>, Paragraph one of the  
Law on Remuneration of Officials and Employees of State and Local Government  
Authorities,  
Section 20, Paragraph one of the State Civil Service Law

### **I. General Provisions**

1. This Regulation establishes a uniform position classification system and a procedure for position classification in state and local government institutions (hereinafter – the Authority).
2. This Regulation does not apply to positions of officials with special service ranks of institutions of the system of the Ministry of the Interior and the Prison Administration.
3. Position families in institutions are summarized and classified, as well as principal functions of respective position are described in the position classification system.
4. The position classification system has been established to develop the work remuneration system, as well as to promote personnel management and development.
5. The position classification system is based on the Catalogue of Positions in State and Local Government Institutions (hereinafter – the Catalogue of Positions) (Annex 1). The Catalogue of Positions is a systematized compilation of positions established in an institution.

The Catalogue of Positions provides for a description of position families and sub-families, description of levels, as well as description of the principal duties of respective positions.

6. The functions that correspond to the position shall be arranged in functional groups – position families and sub-families. Position family (hereinafter – the Family) is a set of positions with similar tasks and principal duties according to the principal function. The position sub-family (hereinafter – the Sub-family) is a set of positions with a narrower, but according to the main function, clearly distinguishable specialization.

7. The positions shall be grouped into the Family or Sub-family by levels (hereinafter – the Level), which characterize the main differences between positions of one Family, taking into account the complexity of duties, responsibility, managerial functions, education and professional experience necessary for the performance of the official duties.

*[6 January 2015]*

7.<sup>1</sup> The group of monthly salaries (Annex 1<sup>1</sup>) corresponding to the position shall be determined based on the Family and Level of the position.

*[6 January 2015]*

## **II. Procedure for Position Classification**

8. The Family (Sub-family) and the Level corresponding to the position shall be determined by the head of the Authority on the recommendation of the head of respective structural unit and human resource professional.

9. If more than 10 positions need to be classified in the Authority, the head of the Authority shall establish a working group for position classification (hereinafter – the Working Group) composed of 3-5 members. The human resource professional shall be included in the Working Group.

10. The positions shall be classified into corresponding Families (Sub-families) and Levels, considering descriptions of Families (Sub-families) and Levels.

11. Position descriptions or descriptions of work of officials and employees or a list of personnel, the by-law of the Authority, rules of structural units and organizational chart shall be used in the process of position classification, as well as other duties of the official and employee shall be considered, if the above-mentioned documents are incomplete and have not been timely updated.

*[6 January 2015]*

11.<sup>1</sup> The purpose of position classification is to ensure that equal and equivalent posts are classified in the same way. The positions are compared using position descriptions that assess job characteristics, which include job complexity, mental effort, cooperation, management function, responsibility for job results, responsibility for decisions, as well as education and professional experience needed to perform the official duties.

*[6 January 2015]*

11.<sup>2</sup> The position description of the direct state administration institution (Annex 1.<sup>2</sup>) shall include the following information:

11.<sup>2</sup> 1 the name of the Authority;

11.<sup>2</sup> 2 the name and status of position (civil servant or employee);

- 11.<sup>2</sup> 3 the name of the structural unit;
  - 11.<sup>2</sup> 4 the code of the profession;
  - 11.<sup>2</sup> 5 the position classification (family and level);
  - 11.<sup>2</sup> 6 the place of position within the Authority's structure – subordination of the position (directly, institutionally, functionally);
  - 11.<sup>2</sup> 7 the substitution of a position, if necessary;
  - 11.<sup>2</sup> 8 the internal and external cooperation;
  - 11.<sup>2</sup> 9 the objective of the position;
  - 11.<sup>2</sup> 10 the official duties (in priority order), their relevance and performance standards, if any;
  - 11.<sup>2</sup> 11 the competences required for the position;
  - 11.<sup>2</sup> 12 professional qualification requirements - education, professional experience, professional skills and knowledge, general skills;
  - 11.<sup>2</sup> 13 the responsibility of the performer of official duties;
  - 11.<sup>2</sup> 14 the rights of the performer of official duties;
  - 11.<sup>2</sup> 15 other information regarding the position.
- [6 January 2015, see Clause 29<sup>1</sup>]*

12. When classifying the positions, the Family, (Sub-family) and Level shall be selected with the description that most precisely complies with the main duties set forth in particular position or position description.

13. If official duties fall within several Families (Sub-families), the position shall be classified in the Family (Sub-family) and Level where respective principal duties predominate in terms of amount or significance.

14. If the majority of principal official duties cannot be found in any description of Family (Sub-family) and Level, the position shall be classified in the Family (Sub-family) and Level that best meets the level of responsibility and managerial capacity.

15. New positions or positions where the main duties of performers substantially change after the position classification, shall be classified according to general procedure in compliance with the conditions of this Chapter.

### **III. Procedure for Coordination of Positions in Direct State Administration Institutions**

16. In direct state administration institution, the Family (Sub-family) and Level corresponding to the position of the official (employee) shall be determined by the head of the Authority (by the State Secretary – in ministry) on the recommendation of the working group, head of respective structural unit and human resource professional. The Family and Level that corresponds to the position of the State Secretary of the ministry shall be determined by respective member of the Cabinet of Ministers; for the post of the head of subordinate institution – by the head of the higher institution; for the Head of the State Chancellery, Head of the Cross-sectoral Coordination Centre – by the Prime Minister.

*[7 February 2012]*

17. Within two weeks of the creation of a new position, the Authority shall classify the position. Where significant changes are made to official duties in certain position descriptions, the Authority shall review the classification of positions and, if necessary, reclassify the positions.

*[6 January 2015]*

17.<sup>1</sup> The results of position classification of the subordinate authority shall be compiled and submitted to the higher authority for harmonisation. Within two weeks of receiving a summary of the results of position classification of the subordinate authority, the highest authority shall evaluate them. If the results of the classification of individual positions do not conform to the principles for position classification specified in this Regulation, the higher institution shall recommend the subordinate authority to review the classification of respective positions.

*[6 January 2015]*

17.<sup>2</sup> The Ministry, the Corruption Prevention and Combating Bureau and the Cross-Sectoral Coordination Centre shall submit a summary of the results of position classification, as well as harmonised results of position classification of subordinate authorities, for harmonisation to the State Chancellery in the form of Microsoft Excel data (Annex 2), accompanied by documents supporting the classification (position descriptions, position list, rules of structural units and organizational chart). Only the documents, which are not publicly available, and support the classification of positions shall be submitted to the State Chancellery.

*[6 January 2015]*

17.<sup>3</sup> Documents to be submitted to the State Chancellery in accordance with this Regulation shall be submitted online using the System for the Control of the Circulation of Documents and Tasks (hereinafter - the DAUKS System). They have public credibility and do not need an electronic signature. The mutual movement of documents of ministries and the State Chancellery shall be implemented in the DAUKS system.

*[6 January 2015]*

18. Within two weeks of receiving the position classification results of the Authority, the State Chancellery shall assess them. If the results of classification of certain positions do not meet the position classification criteria set forth in this Regulation, the State Chancellery shall recommend the Authority the revision of position classification.

19. The State Chancellery shall, if necessary, equalize (calibrate) the results of position classification, ensuring that the positions with equal or similar value are equally classified in all Authorities, taking into account duties set forth in position description, requirements for education and professional experience, complexity of work, responsibility and managerial functions. In the process of equalization, the State Chancellery shall evaluate all results of position classification and shall recommend the Authority to change the classification of those positions, which are classified differently from other equal or similar positions.

20. If no agreement is reached on the classification of particular positions or the Authority does not agree with the recommendation of the State Chancellery to change the classification of certain positions following the equalization (calibration), the matter shall be considered by the Commission for Remuneration in the Public Sector that shall provide proposals on the classification of concrete positions in concrete Family (Sub-family) and Level according to the Catalogue of Positions.

#### **IV. Procedure for Position Coordination in other State and Local Government Institutions**

21. The Family, Sub-family and Level of the position of an official (employee) of state and local government institution shall be determined by the head of the Authority on the

recommendation of the working group, head of respective structural unit and human resource professional; for officials (employees) of local governments and the head of local government institution – by the executive director; for the head of subordinate institution – by head of higher institution.

22. Within two weeks of creating new positions or revision of classification of existing positions, the local government authority or subordinate authority shall prepare a summary of results of position classification (Annex 3) and shall submit it for approval to the local government or higher institution. The local government or higher institution shall assess them within two weeks of receiving the results of position classification of an institution. If the classification results of certain positions do not meet the position classification principles set forth in this regulation, the local government or higher institution shall recommend the revision of classification of respective positions.

23. The local government or higher institution shall, if necessary, equalize (calibrate) the results of position classification, ensuring that equal or similar positions are classified equally in all institutions, taking into account duties set forth in position description, requirements for education and professional experience necessary to discharge official duties, responsibility and managerial functions. In the process of equalization, the local government or higher institution shall assess all results of position classification and recommend changing the classification of those positions, which are classified differently from other equal or similar positions.

23.<sup>1</sup> [20 September 2011]

#### **IV. Updating the Catalogue of Positions**

24. The State Chancellery shall bear responsibility for updating the Catalogue of Positions. If it is necessary to update the Catalogue of Positions, the Authority shall submit proposals to the State Chancellery for updating the Catalogue of Positions or shall develop a draft legislative act on the amendments to the Catalogue of Positions.

25. When submitting proposals for the inclusion of new Families, Sub-families or Levels in the Position Catalogue or making substantial amendments to the description of existing Families, Sub-families and Levels, the following information shall be specified:

25.1 description of the position to be classified, place of the position in organizational chart, regulations of respective structural unit and other information characterizing the position;

25.2 justification of the need for a new Family, Sub-family or Level or making amendments to descriptions of existing Families, Sub-families or Levels;

25.3 estimated place of respective Family, Sub-family or Level in the Catalogue of Positions.

#### **VI. Closing Provisions**

26. In order to ensure uniformity of position classification, when positions are classified for the first time in direct state administration institution, its head shall establish a working group including one or more representatives of the State Chancellery and higher institution (if any).

27. In order to ensure uniformity of position classification, when positions are classified for the first time in other state and local government institution (except for a direct state

administration institution), its head shall establish a working group, which may invite a representative of the State Chancellery, or consult with a representative of the State Chancellery in the process of position classification.

28. The State Chancellery shall use the position classification system to develop the work remuneration system and include the information in the work remuneration tracking system, as well as to plan funding for the implementation of the work remuneration tracking system.

*[15 May 2018]*

29. The regulation shall be applicable to those officials of the State Border Guard with special service ranks who had been hired by the State Border Guard before 30 September 2006 and continue work under the concluded employment contract.

29.<sup>1</sup> The inclusion of the information referred to in Paragraph 11.2 of this Regulation in position descriptions shall be ensured by the state direct administration institutions not later than by 1 January 2017.

*[6 January 2015]*

29.<sup>2</sup> The Authority shall ensure a review of the position classification in conformity with the amendments of 2015 to Annex of this Regulation by 31 December 2015 at the latest.

*[6 January 2015]*

29.<sup>3</sup> The Cabinet of Ministers' Instruction No. 5 "Procedures for the Development of a Civil Servant's Job Description" of 5 December 2000 (*Latvijas Vēstnesis*, 2000, No. 446/447; 2009, No. 94) shall be declared null and void as of 1 January 2017.

*[6 January 2015]*

30. This Regulation shall become effective as of 1 December 2010.

Prime Minister  
Minister for Regional Development and  
Local Government Affairs

V.Dombrovskis

Minister for Finance

A.Vilks