Evaluation, Classification and Reclassification Procedures for Classified Staff Positions

**Position Evaluation, Classification, and Reclassification Overview**

An evaluation of a classified position will be conducted whenever a new position is created, there is a substantial change in the scope of duties and responsibilities for the position, or when there is a request to fill a vacant position. A classification review may be initiated by the department or the incumbent employee. The Office of Human Resources in conjunction with the Civil Service Commission reviews requests for reclassification of an encumbered position. The Civil Service Commission reviews submitted documentation, performs a desk audit and issues a written determination. Factors specifically related to the position incumbent such as length of service, qualifications, education, performance, etc. are not relevant factors for the classification of the position.

Requests for position classification or reclassification should be discussed between the Division Head and the appropriate Cabinet Officer prior to submission to the Office of Human Resources. Documentation submitted to the Office of Human Resources should include a cover memorandum outlining the functions of the position or how the functions of the position have changed, what duties and responsibilities are outside the scope of the current title, and any other pertinent information. The memorandum must be accompanied by a current job description and organization chart.

The Office of Human Resources will determine the appropriate classification, title and salary range of all new and vacant classified positions through a review of the functions, duties and responsibilities of the position. The classification review centers on the functions of the position. In broad terms, the factors considered include:

* Organizational scope
* Complexity of work performed
* Extent of independence in decision making and the scope and impact of the decisions
* Interaction within the department, and scope of interaction to the rest of the campus community and beyond
* Supervision and management, including levels of positions supervised and supervisory functions performed
* Education, skills, knowledge, certifications, licenses, abilities and experience necessary to perform the assigned work

In accordance with the NJ Administrative Code (4A:3-3.5), a position may be **reclassified** when “the duties and responsibilities of a position change to the extent that they are no longer similar to the duties and responsibilities set forth in the specification and the title is no longer appropriate.” or when the functions, duties and responsibilities of an existing position change significantly and materially.

The reclassification review can be a lengthy process, involving a desk audit and interviews with the incumbent, supervisor, division head and others. This analysis can take up to six months or more from receipt of the request in the Office of Human Resources.

**Position Evaluation, Classification, and Reclassification Process**

1. **Classification of new or vacant positions**
2. All Position Request Forms (PRF) must be accompanied by a job description for the position and an updated organization chart for the department. If the request to fill the position includes a change in functions, duties and responsibilities from those of the previous position, the previous job description must be included in the submission.
3. The Office of Human Resources will review the job description and supporting documents to determine the proper classification, title and pay grade for the position. When appropriate, the Office of Human Resources will seek input from the Civil Service Commission on proper classification. This analysis can take up to three months or more from receipt of the request in the Office of Human Resources.
4. The Office of Human Resources will confer with the Department Head or Cabinet Officer to discuss suggested position classification and budget implications.
5. Upon classification determination, the position will be presented to the Position Review Committee for final approval.
6. **Reclassification of an encumbered position**
7. A request for reclassification of an encumbered position may be initiated by the incumbent in that position, his/her Supervisor, or the appropriate Division Head or Cabinet Officer. If a position has been reviewed in the previous 12 month period at the request of the incumbent or department, a subsequent request for reclassification will not be considered until at least a year from when the results of the previous review were communicated to the incumbent or department.
8. When a request for reclassification consideration is initiated, the employee prepares a Position Classification Questionnaire, DPF-44S (form available on the Department of Human Resources web page under Forms) detailing all duties and responsibilities. The employee shall specify the title which the employee believes is appropriate to the duties being performed and explain how the duties being performed are more appropriate for the title sought than the title in which the employee is currently serving. The Position Classification Questionnaire, DPF-44S is then forwarded to the employee’s immediate supervisor. The employee may include a current and former job description with the submission.
9. The employee’s immediate supervisor shall indicate on the position classification questionnaire the supervisor’s agreement or disagreement with the employee’s description of job duties, the employee’s cited percentage of time spent on each duty and the title proposed by the employee. To the extent that the supervisor disagrees with information on the questionnaire, the supervisor shall explain in writing the nature of the disagreement. The supervisor shall also sign the position classification questionnaire and forward the DPF-44S with the current job description and department organization chart to the Dean/ Division/Department Head for review.
10. The Dean/Division/Department Head will review, comment if necessary, and forward the DPF-44 and other pertinent documents to the appropriate Cabinet Member, who will review, comment and forward the documents to the Office of Human Resources.
11. The Office of Human Resources will review the request and forward the paperwork to the Civil Service Commission for review within ten days of the receipt of all necessary information. Paperwork will not be forwarded until all information is received.
12. The Civil Service Commission will conduct an assessment of the position based upon established guidelines and render a written decision. This will include a review of paperwork, a desk audit, and interviews with the employee and supervisors, as needed. If the request for reclassification is denied, the written determination from the Civil Service Commission will provide information to the initiator of his/her appeal rights in accordance with the New Jersey Administrative Code.
13. As a result of the audit, based strictly on demonstrated job content (not level of performance, length of service, or step in range of the incumbent), a recommendation will be made by the Civil Service Commission to the College through the Office of Human Resources as to proper job classification. The Office of Human Resources notifies the Cabinet Member, Dean/ Division/Department Head of the decision. The Civil Service Commission will notify the employee of the determination.
14. If it is determined that the current position is improperly classified and that a reclassification is appropriate, the Department may reassign duties and responsibilities to or from the position so that the current title is appropriate or may request that the Position Review Committee approve a reclassification of the position.
15. The Cabinet Member notifies the Office of Human Resources regarding his/her endorsement or plan to reassign duties.
16. The reclassification of a classified position does not guarantee the incumbent permanent appointment to the position. Employees in the classified service whose positions have been reclassified to higher titles may be appointed provisionally in the new title if qualified. If appointed provisionally, the employee’s permanent appointment is subject to promotional and probationary procedures set forth by the Civil Service Commission and the New Jersey Administrative Code. Individuals on promotional lists for the new title must be notified of any such change in titles.

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