Evaluation, Classification and Reclassification Procedures for

Unclassified Staff Positions

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

A classification evaluation will be conducted whenever a new position is created, when there is a request to fill a vacant position, or when the functions, duties and responsibilities of an existing position change significantly and materially. A classification review may be initiated by the department or the incumbent employee.

Requests for reclassification by an incumbent should be discussed with Supervisors, Division Heads and the appropriate Cabinet Officer prior to submission to the Office of Human Resources. If an employee seeking a reclassification of their position is uncomfortable speaking with their supervisor or the supervisor does not support the reclassification, the employee should contact the Office of Human Resources.

Documentation submitted to the Office of Human Resources in support of a reclassification of a position should include a cover memorandum outlining 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 and salary band of all new, vacant, and reclassified 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

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.

The classification 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 three 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. 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.
4. The Office of Human Resources will confer with the Department Head or Cabinet Officer to discuss any changes and budget implications.

1. Upon classification determination, the Position will be presented to the Position Review Committee for final approval.
2. **Reclassification of an encumbered position**
3. A request for reclassification of a position may be initiated by the incumbent in that position, his/her Supervisor, or the appropriate Division Head or Cabinet Officer.
4. 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.
5. When a request for reclassification consideration is initiated, the incumbent employee or the incumbent employee in conjunction with his/her supervisor prepares a cover memorandum outlining the reasons for the reclassification request, identifying how the job has changed, and describing specific tasks that are considered beyond the scope of the current title, the job descriptions, and an organizational chart. The submission should include the current and proposed job descriptions detailing all duties and responsibilities, hi-lighting and identifying the tasks which have changed, and what percentage of time is spent on each task. The job description and memo must be accompanied by the organization chart for the area and a completed Classification Questionnaire.
6. If the supervisor does not support the reclassification request, the employee may initiate a review without input from the supervisor; however, the supervisor must be made aware of the request and must provide review and comment separately.
7. The reclassification consideration is then forwarded to the appropriate Department Head for review and comment.

6. The Department Head will review, comment, and forward the job description(s) and other pertinent documents including an organization chart to the Cabinet Officer, who will review, comment and forward the documents to the Office of Human Resources. The Office of Human Resources will review the request and perform an audit of the position. The audit will include a review off all documentation submitted and may include interviews with the incumbent and/or supervisor if needed for further clarification.

7. As a result of the audit, a recommendation will be made by the Office of Human Resources as to proper job classification. 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.

1. The Office of Human Resources will notify the incumbent employee, the supervisor, the department head and the appropriate Cabinet Officer of the results of the classification review and implement payroll actions as appropriate. The effective date of the reclassification will be the date of the next payroll period following final approval of the Position Review Committee.

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