

SUBJECT: CLASSIFICATION REVIEW

DATE: May 2007

I. PURPOSE / DESCRIPTION

The guidelines that follow have been established to address the process for classification reviews.

- Every position at San José State University is classified based on classification standards provided by the California State University system. Classification is the organizing of positions into groups (or classes) on the basis of similar duties, responsibilities and qualification requirements. Classification provides for common treatment in compensation, qualification requirements, expected responsibility, and other employment policies and procedures. It is the position, not the employee, which is classified.
- Substantial changes in position responsibility drive classification reviews. Movement to a new classification is termed a “reclassification” while movement to a new skill level within the same classification is termed an “in-class progression”.
- Classification reviews can be initiated in several ways. 1) An appropriate administrator may request a review based on changes in a position which are believed to impact the current classification. 2) An employee of the CSUEU may initiate a request for a review of his/her position per the collective bargaining agreement. 3) The Chancellor’s Office may issue new Classification Standards mandating a classification change to existing positions within a specified time frame.
- Classification reviews are available to all bargaining units on campus.
- New or vacant positions are reviewed for proper classification at the time of recruitment only.
- Funding for reclassifications shall come from department funds.

II. PROCESS

A. Management-Initiated Classification Review

The manager should submit the following documentation, complete with authorized signatures.

1. Classification and Compensation Position Review Request form. This form asks for the rationale for changes being proposed.
2. A current position description, as well as the previous position description. These two documents help to highlight the changes to the position.
3. An organizational chart. This document helps Workforce Planning to have an understanding of the structure and reporting relationships surrounding the position under review.
4. Employee Profile. In order to initiate the recommendation made by Workforce Planning, an employee profile must be submitted after the completion of the review of the position.

B. Employee-Initiated Classification Review (CSUEU only)

An employee of the CSUEU may initiate a request for a classification review. The request should be presented to the incumbent's non-bargaining unit supervisor who shall forward the request to Workforce Planning in a timely manner. If an administrator has not forwarded the request to Workforce Planning within 30 days, the employee can file the request directly with Workforce Planning.

Documentation required for an employee-initiated classification review is the same as that required for a management-initiated classification review. Therefore, it is strongly recommended that the employee and manager work together to initiate the review.

The required documentation is as follows.

1. Classification and Compensation Position Review Request form. This form asks for the rationale for changes being proposed.
2. A current position description, as well as the previous position description. These two documents help to highlight the changes to the position.
3. An organizational chart. This document helps Workforce Planning to have an understanding of the structure and reporting relationships surrounding the position under review.
4. Employee Profile. In order to initiate the recommendation made by Workforce Planning, an employee profile must be submitted after the completion of the review of the position.

C. Human Resource Process

The review process conducted by Workforce Planning may include any or all of the following:

1. Analysis of the materials associated with the position including the position description, the rationale for the requested change.
2. Interviews with incumbent, supervisor, and/or managers
3. Comparison to other positions on the campus or within the CSU system for similarities and differences in matters such as scope, responsibility, skill level.

When Workforce Planning has completed a review of the position, they will make a recommendation to the manager regarding the classification determination.

D. Timelines and Effective Dates

1. Workforce Planning will complete a classification review in less than 180 days after the request is received in Human Resources.
2. Any reclassification or in-class movement will be effective on the first of the month following receipt of the request in Human Resources.

E. Appeal Process

In the event the request for reclassification is denied by Human Resources, an employee may file an appeal of a classification decision pursuant to their collective bargaining agreement.

III. Attachments

[Request for Classification and Compensation Review Request – Staff positions](http://www.sjsu.edu/hr/docs/wfp/forms/class_comp_request.pdf) -
http://www.sjsu.edu/hr/docs/wfp/forms/class_comp_request.pdf

[Request for Classification and Compensation Review Request – MPP positions](http://www.sjsu.edu/hr/docs/wfp/forms/mpp_position_review.pdf) -
http://www.sjsu.edu/hr/docs/wfp/forms/mpp_position_review.pdf

[Position Description Template – Staff positions](http://www.sjsu.edu/hr/docs/wfp/forms/staff_position_desc_template.pdf) -
http://www.sjsu.edu/hr/docs/wfp/forms/staff_position_desc_template.pdf

[Position Description Template – MPP positions](http://www.sjsu.edu/hr/docs/wfp/forms/mpp_position_desc_template.pdf) -
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