April 10, 1981

MEMO TO:  Academic Vice President
          Executive Vice President
          Director of Business Affairs
          Dean of Students
          Director of Information Systems and Computing
          School Deans/Department Chairpersons/Administrative Heads

FROM:   Gail Fullerton
          President

SUBJECT: Position Classification Program with Delegation of Classification Authority

Since 1976, San Jose State University has had approval authority for all support staff and administrative classification decisions.

With this authority came the responsibility for the University to adhere to the classification and qualification standards established by the CSUC system and to assure that the principles of classification are consistently and equitably applied throughout the University.

The Personnel Office provides staff service with respect to the review and classification or reclassification of support staff positions. Detailed information concerning the position classification program and operational procedures is provided in the attached material. Questions concerning the position classification program and the delegation of classification authority should be directed to the Personnel Office. This information should be shared with all employees.

GF:ea

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
DELEGATION OF CLASSIFICATION AUTHORITY

Effective October 1, 1976, the authority for classifying all campus positions which are subject to allocation to the Classification Plan of the California State University and Colleges was delegated to this University by the Office of the Chancellor, except that such authority is not applicable, (1) to the positions of Administrative Vice President, University Business Manager, University Personnel Officer, or (2) for the establishment of key management positions, e.g., Vice Presidents and Deans, which result from a reorganization or changes in structure, without approval of the new organization plan. (Reference FSA 71-71 and FSA 75-43). This delegation does not include the authority to establish new classes or pay ranges or to modify existing classes or pay ranges.

POLICY STATEMENT

It is the policy of San Jose State University to provide a Position Classification Program that will uphold the job classification and qualification standards of the California State University and Colleges and, through the position classification process, assure that the principle of "equal pay for equal work" is consistently and effectively applied.

PROGRAM OBJECTIVE

The objective of the program is to assure the highest possible degree of equity in position classification for all employees whose positions are subject to allocation to the Classification Plan of the California State University and Colleges.

PROGRAM RESPONSIBILITY

The University President has overall responsibility for the Position Classification Program.

The Personnel Office shall be responsible for the administration of such policies, procedures, regulations and guidelines deemed necessary to uphold the classification and qualification standards of the California State University and Colleges.
POSITION CLASSIFICATION AND REVIEW*

With delegation of classification authority, San Jose State University must maintain the system-wide Classification and Pay Plan. At the same time, the University must recognize valid changes in work performed by individuals and adjust classifications appropriately. The position classification review process provides for recognition of substantial and permanent changes in duties and responsibilities which alter the basic nature and/or level of work performed.

Position classification reviews are generated in one of three ways: they are (1) requested by the employee through the immediate supervisor, (2) requested by the supervisor, or (3) initiated by the Personnel Office. In most cases, a position classification review involves the review of a current position description, comparison of the description with classification standards and discussion with the immediate supervisor, and a classification conference with the employee. Classification conferences are typically held at the work site and may include the observation of work processes, familiarization with forms, procedures, equipment or facilities, discussions with other departmental personnel, or other appropriate means of obtaining factual information.

In conjunction with the analysis of a given position, it is occasionally necessary to review additional positions in order to clarify the relationship of positions within and/or outside the organizational unit before a classification decision can be made.

Whenever it is believed that a position is improperly classified, either by the employee or the supervisor, the matter should be discussed on a preliminary basis by both parties to determine if there is reasonable basis for initiating a request for position review. Supervisors may consult the Personnel Office at this stage of the process. Quite often a brief informal review with technical advice and assistance will suffice to determine if substantial and permanent change in duties and responsibilities has occurred, thereby justifying formal review of the position.

All requests for position review are to be forwarded through appropriate organizational channels before submission to the Personnel Office. In the process, changes in duties and responsibilities can be noted and verified by each reviewing member of the organization. Appropriate comments or additional information should be inserted to assure, insofar as possible, that all pertinent information has been provided. Approval for classification review must be secured from the employee's Division Head (AVP, EVP, Director of Information Systems and Computing, Dean of Students).

* These procedures apply to all classifications except Student Affairs Assistants/Officers in the Student Services Division and Librarians. Procedures for these exceptions are attached.
A request for classification review should not be denied if it is apparent that the position has undergone significant change. In the absence of change in duties and responsibilities, a request for classification review should be denied by the supervisor, despite the possibility that the employee may later elect to file an appeal. Supervisory authority and responsible judgment should be exercised to assure that requests for classification review are accompanied by reasonable justification.

If a request for classification review is denied by the employee's supervisor and/or Administrative Head (Dean/Director), the employee may appeal the denial to the appropriate Division Head, who, after applying the criteria stated above, will render a decision which will be final.

POSITION REVIEW PROCEDURES

1. Position Review Requested by the Employee or Supervisor.
   a. The employee and supervisor shall discuss the matter on a preliminary basis. The advice and assistance of the Personnel Office may be requested, as needed.
   b. The employee (department head/supervisor, if the position is unfilled) shall draft a position description, detailing the duties and responsibilities performed. Transmittal forms for this purpose may be obtained from the Personnel Office, along with a Guide for Writing Position Descriptions. If it is current and accurate, a position description on file in the employee's department may be used in lieu of writing a new description.
   c. The position description shall be reviewed by the employee and supervisor to establish mutual agreement with respect to content. Any revisions deemed necessary should be undertaken jointly. The description should be complete and accurate when the material is prepared in final form.
   d. The supervisor shall forward the position description through the organization to the appropriate Administrative Head (Dean/Director) for approval. The Administrative Head shall forward the request to the Division Head for final approval for review.
   e. The Division Head (AVP, EVP, Director ISCS, Dean of Student Services) shall forward the classification review request to the Personnel Office.
2. Position Review Initiated by the Personnel Office.

a. The Personnel Office shall advise the Administrative Head (Dean/Director) in advance, indicating the reason for conducting a review, and shall provide a transmittal form for the supervisor and employee to use in completing the position description along with a Guide for Writing Position Descriptions.

b. The supervisor shall explain to the employee why a review is being conducted and shall direct the employee to prepare a position description.

c. The employee shall draft a position description, detailing the duties and responsibilities performed. If it is current and accurate, a position description on file in the employee's department may be used in lieu of writing a new description.

d. The position description shall be reviewed by the employee and supervisor to establish mutual agreement with respect to content. Any revisions deemed necessary should be undertaken jointly. The description should be complete and accurate when the material is prepared in final form.

e. With a cover memo acknowledging response to the Personnel Office's request, the supervisor shall forward the position description through the organization to the appropriate Administrative Head (Dean/Director) for approval. The Administrative Head shall forward the request to the Division Head for final approval for review.

f. The Division Head shall forward all material to the Personnel Office.

3. Position Review and Decision

a. The receipt of all requests for position review shall be acknowledged by the Personnel Office.

b. Normally, requests for position review shall be scheduled in the order received. Exceptions based on extenuating circumstances may be made with the approval of the Personnel Officer; otherwise, all position reviews shall be conducted on a "first in-first out" basis.

c. All requests shall be reviewed on a preliminary basis to determine if the position description is clear and complete, to assess the relationship of the position to others in the organization, and, if needed, additional information or clarification may be requested.
d. If a classification conference is deemed appropriate, arrangements shall be made in advance and the visitation shall be scheduled at a time convenient for the supervisor and/or employee. Except for the actual classification conference with the employee, all contacts between the Personnel Office and the office where the position is located shall be directly with the supervisor. It will be the responsibility of the supervisor to keep the employee informed about the progress of the position classification review.

e. If the classification action is approved, the Personnel Office shall prepare Form 613 for signature by the Division Head and the Personnel Officer. The Personnel Office shall forward Form 613 to the President's Office for review and final signature.

f. If the classification action is denied, the Personnel Office shall prepare a written explanation to the Administrative Head.

g. Except in the fourth quarter of the fiscal year (April - June), the effective date of all position classification actions shall be the first of the pay period following the month in which the classification is approved by the President's Office. Classifications approved during the fourth quarter of the fiscal year shall be effective on July 1.

CLASSIFICATION APPEAL PROCEDURES

An employee or an employee's supervisor has the right to appeal the denial of a classification request by the Personnel Office. The appeal must be submitted to the Director of Business Affairs within ten (10) working days following notification of the classification decision. The appeal must be in writing on the attached form (SP Form 10) provided by the Personnel Office.

The Director of Business Affairs has twenty (20) calendar days to act on the appeal of a classification decision. The Director may:

a. Uphold the classification decision of the Personnel Office.

b. Send the classification request form back to the Personnel Office for further review.

c. Send the classification request to the Chancellor's Office for an advisory opinion.

d. Request review by the President.

An appeal of the negative decision of the Director of Business Affairs may be made to the President. The appeal must be submitted to the President within ten (10) working days following notification of this decision. The President has twenty (20) working days to act on the appeal or on a request to review from the Director of Business Affairs. The President's decision shall be final.
To: Director of Business Affairs

From: ___________________________  Department: _______________________

Name: ___________________________

Title: ___________________________

The position of __________________ occupied by __________________ was reviewed by the Personnel Office and the following classification decision was issued in a memo dated ___________ and received on ___________:

- Reclassification of the position was not recommended
- Reclassification to: __________________
- Other (specify): __________________
- was approved effective ___________

I wish to appeal the above decision for the following reason(s). (Use additional sheets if needed.)

The following action or solution is requested:

Signature of Originator ______________________ Date ___________

Director of Business Affairs - Disposition:

- Deny classification appeal
- Uphold classification appeal
- Refer back to Personnel Office for further review
- Defer decision. Refer to President for review

Comments:

Signature ______________________ Date ___________

President - Disposition:

Classification Appeal is:

- Upheld
- Denied

Comments:

Signature ______________________ Date ___________
THE POSITION CLASSIFICATION PLAN FOR STUDENT AFFAIRS OFFICER
AND
STUDENT AFFAIRS ASSISTANT CLASSES (STUDENT SERVICES DIVISION)

The classification procedures for the Student Affairs Officer and Student Affairs Assistant classes were developed as a part of the overall University Position Classification Program.

GENERAL

The classification process for Student Affairs Officers and Student Affairs Assistants classes differs from that for support staff classes in that the Student Affairs Classification and Qualification Standards require appraisal of incumbent qualifications and duties/responsibilities most appropriately performed by other Student Affairs professionals. The classification analysis and evaluation of the assigned and performed duties and responsibilities shall be performed by the Personnel Office. However, assessment of the quality of the incumbent's work experience, knowledge, skills, and abilities required by the higher level classification shall be performed by the appropriate Reclassification Review Committee of the Student Services Division.

RECLASSIFICATION PROCESS

1. Request. A request for the reclassification of a position allocated to a class in the Student Affairs, Track B standard series, is prepared by the department head involved and forwarded to the Dean of Student Services. This document shall include the reason for the request, a detailed statement of the duties and responsibilities assigned to the position (position description), an organization chart of the department involved, including all positions from whatever funding source and clearly indicating the existing supervisory and working relationships. The Dean of Student Services will ask the Student Services Personnel Committee to evaluate the request in terms of their analysis of the duties and responsibilities involved in the position and their assessment of the impact on the organizational structure and available budget. If their recommendation is favorable and the Dean of Student Services concurs, the next step in the process is undertaken.
2. **Position Review.** The Dean of Student Services forwards the reclassification request to the Personnel Office for a classification review. This review will involve a comparison of the data provided with that on file in the Personnel Office; a classification conference with the position incumbent and appropriate supervisory and/or administrative personnel; and a written analysis, evaluation and recommendation provided to the Personnel Officer. The main thrust of this review will be the analysis and evaluation of the kind and level of the duties and responsibilities assigned to this position and performed by the incumbent. Based on this review, the Personnel Officer will render a classification determination which will be forwarded to the Dean of Student Services.

If the classification recommended by the Dean of Student Services and the Personnel Office do not coincide, then the Director of Business Affairs shall review the decision of the Personnel Officer and shall confer with the Dean of Student Services. If there is agreement to deny the classification request, the Dean of Student Services shall notify the supervisor and employee that the request has been denied. If there is agreement on the new classification, then the next step in the process is undertaken. If the Dean of Student Services and the Director of Business Affairs cannot agree, then the matter is referred to the President's Office for a final decision.

3. **Incumbent Review.** The purpose of this review is to determine if the incumbent possesses the kind and level of education and work experience leading to the necessary knowledge, skills, and abilities required by the higher level classification. Such review will, of necessity, require an examination of the duties and responsibilities currently and previously performed by the incumbent. However, the main thrust of this review will be the evaluation of the incumbent's qualifications for the higher level classification. This review will be made by the appropriate Reclassification Review Committee of the Student Services Division. The action taken by this committee will result in a recommendation to the Dean of Student Services. If the recommendation is unfavorable, the Dean of Student Services will notify the supervisor and employee that the classification request has been denied. If the recommendation is favorable and the Dean of Student Services concurs, the Personnel Office shall prepare the necessary documents for final action.

4. **Implementation.** In all cases where the classification action is approved, the Personnel Office shall prepare Form 613 for signature by the Dean of Student Services and the Personnel Officer. The Personnel Office shall forward Form 613 to the President's Office for review and final signature.