

Frequently Asked Questions About Reclassification

Why reclassify a position?

A position can be reclassified when the majority of job duties that are permanently assigned to a position by the responsible manager are determined to be at a higher classification level than the classification in which the position is currently placed. A position can also be reclassified when there has been a significant and permanent change in the nature, variety and complexity of job duties; or in the level of supervision received or exercised.

Changes in the volume of work are not used as a basis for reclassification.

It is important to request a formal classification review only when it is appropriate. It is also important to make sure that the request is thoroughly and accurately prepared.

Who initiates a classification review?

Classification reviews can be initiated by the employee, or by the Office of Human Resources when appropriate.

The responsible division/department administrator is directly accountable for the appropriate assignment of job duties to various classifications on staff.

How does the request for classification review work?

The employee may initiate a request for classification review for their current position to their supervisor. Additionally, the Office of Human Resources may initiate requests for classification review when a new position is created, or when change is required to a vacant position before it is advertised.

The job duties in question are those that have been permanently assigned to the position by the responsible administrator.

The request for classification review must include the completed application as well as the following items:

- Copy of the current job description
- Current and proposed organizational charts showing all positions with current positions and vacancies listed
- Additional supporting documentation as appropriate

Classification review requests from more than one position in the same classification may be consolidated.

What are the limitations for applying for reclassification?

An employee who has applied for reclassification may not apply for another reclassification for at least five years from the date of the last reclassification request, except in extraordinary circumstances, such as a division/department reorganization.

The following job-related factors will be considered in determining the appropriate classification of a position:

- Nature and type of work assigned
- Level of responsibility required
- Reporting relationships and their required interaction
- Scope of the duties assigned
- Level of authority assigned
- Complexity of the assigned work
- Level of independent judgment, creativity, originality and innovation required
- Level of supervision received
- Level of supervision exercised
- Knowledge, skills and abilities required to perform the assigned duties

Other key items to remember

The Job is being reviewed, NOT the Person

Classification decisions are based solely on the responsibilities and job duties permanently assigned to a position by the responsible administrator, and such factors as the knowledge, skill and abilities required to perform them.

Classification determinations are made as if the position was vacant, and rely on the overall staffing plan and delivery of services within the division or department.

Any changes in job grade (salary level), for a position, will be determined by Performance Point.

Due to potential budget implications, reclassifications will not be effective until the upcoming fiscal year.

Classification determinations are not based on any of the following personal factors related to the position:

- Employee merit
- Quality of performance
- Longevity or seniority
- Retention issues
- Financial needs
- Increased workload or volume of work
- Future projects or assignments

Classification reviews — final determination

Classification reviews can result in one of the following findings:

- No changes have occurred to the position.
- Changes have occurred to the position over time; however, the changes are not significant enough to warrant a change in classification level.

- Changes have occurred to the position over time with the volume of work; however, the types of duties have not changed. Department/Division should review duties and re-prioritize duties or prioritize staffing needs and submit in a budget cycle.
- Changes to the position are significant, but not permanent; therefore, the employee will be compensated with extra compensation for a specific period of time and the duties will be reassigned as appropriate.
- Changes have occurred over time that have significantly modified the position so that it is now more accurately described by another classification (to be determined by the Office of Human Resources/Performance Point).