

# Evaluation, Classification and Reclassification Procedures

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

A classification evaluation will be conducted whenever a new position is created 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.

Documentation submitted to the Office of Human Resources in support of a reclassification of a position should include the current job description, the new job description and a 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 the 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 and performance 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.

### **A. Classification of new or vacant positions**

1. 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.

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

#### **B. Reclassification of an encumbered position**

1. 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.
2. If a position has been reviewed in the previous 12 month period, 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.
3. When a request for reclassification consideration is initiated, the incumbent employee or the incumbent employee in conjunction with his/her supervisor prepares a 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 description, and an organizational chart. The submission should include the current and proposed job descriptions detailing all duties and responsibilities. The job description and memo must be accompanied by the organization chart for the area.
4. 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.
5. The reclassification consideration is then forwarded to the appropriate Department Head for review and comment.
6. 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 from the position in order to align the duties and responsibilities to the current title, or may approve the reclassification of the position.
7. 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 reclassified position.