

Classified Position Description Overview

Purpose: Updating position descriptions should be done when there has been a significant change in or addition or subtraction to the position's primary responsibilities and duties. It is a reflection on the position, not the performance of the person holding the position. This reclassification process should not be done for the purpose of a pay increase. When there is a vacancy, the position description should be reviewed to ensure necessary updates. When new positions are created, position descriptions should be created prior to the position being filled. If there is an organizational need, a position description may be updated to fulfill that need. Position descriptions should be updated every three years. The reclassification process is done so that the positions can be assured that they are in the appropriate classifications for the classified pay programs.

Questions to Ask: Has the position changed? How has the position changed? Has there been a change in the complexity of duties? Has there been a change in the range of the duties? For what responsibilities does this position exist to fulfill?

Common Terminology:

Allocation: The assignment of a specific position to an appropriate class on the basis of the kind, difficulty, or responsibility of the work performed.

Reclassification: Changing the allocation of a position to a higher, lower, or equivalent class by either a reallocation or a change in allocation.

Reallocation: A reclassification of a position resulting from significant changes over a period of time in the duties and responsibilities of a position. Incumbent is automatically appointed.

Change in Allocation: A reclassification of a position resulting from abrupt, management-imposed changes in the duties and responsibilities of a position. Requires a competitive appointment. Incumbent does not automatically remain in the position.

DOER: Department of Employee Relations

PD: Position Description

Position Description Reclassification Request Process for Existing Positions

1. The employee and supervisor should review the employee's former position description, and must submit it with the proposed position description.
2. The employee and supervisor should complete for submission the new or updated classified position description signed by both the employee and supervisor.
3. Supervisor should include a cover memorandum that states:
 - a. The current classification of the incumbent.
 - b. How the job has changed. (Specific duties or level of responsibility)
 - c. Why the job has changed.
 - d. Timeline for change.
 - e. The new classification you are proposing.
4. Approval through the reallocation/change in classification request form from the vice president or dean. A memorandum from the vice president or dean may also be submitted if appropriate.
5. An Organizational Chart is required for submission. If you don't have an organizational chart, contact Human Resources for assistance.
6. The Human Resources department will review the former position description, the proposed position description (with employee and supervisor signatures), the Organizational Chart, the supervisor's cover memorandum, and the approval from the vice president or dean.
7. The Human Resources department will be notified of the results of the submission to the Office of the Chancellor. The Human Resources Department will communicate the results to the supervisor and employee. If the department and/or employee would like to appeal, please contact the Human Resources Department.