

California State University, Fresno Classification Review Program Information, Policies, and Procedures

I Purpose and Program Definition

These guidelines are provided to assist and inform managers and collective bargaining employees alike. However, they apply only to collective bargaining positions and not to those classified in the Management Personnel Program.

Classification is the organizing of positions into groups (or classes) on the basis of similar duties, responsibilities and qualification requirements. A class is a specific group of occupational positions, which are similar in duties and responsibilities so as to justify common treatment in compensation, qualification requirements and other employment policies and procedures.

Classification decisions are not based on the volume of work or quality of performance. Such determinations are based on the scope and complexity of work performed. A position, vacant or occupied, is characterized by certain duties and responsibilities that determine its classification title in accordance with class specifications approved by the Trustees of The California State University. An incumbent employee does not by virtue of experience, education, length of service, loyalty or seniority determine the classification title. It is the position, *not the employee*, which is classified.

Classification is determined solely by the duties and responsibilities assigned or delegated to the position. A classification title is a definite, descriptive designation of an employee's position. A class specification (class standard) is a written description of class duties and responsibilities of a position and the qualification requirements demanded of position incumbents. Classification standards are available for review in the Human Resources Department Office, in the Government Publications Department of the Henry Madden Library, and on the Web at www.calstate.edu/HR.

II. General Information

A. Classification Program Objectives and Mission

There are several major objectives of the campus Review Program:

1. To provide a systematic method of organizing positions
2. To encourage accurate position definitions
3. To strive to ensure the highest possible degree of internal campus equity in position classification for employees whose positions are subject to allocation to the classification and skill level plan within the compensation structure of the CSU system
4. To maintain the right and responsibility of management to assign duties to employees

B. Developing and Establishing a Job Description

A job description should be an accurate and factual document. It should reflect the current duties assigned and not future or past assignments. It should reflect well-founded position management principles and avoid unnecessary duplication of work. There should be sufficient content to support an evaluation of the job and facilitate comparisons with other jobs.

C. Changing Position Duties/Updating a Job Description

A position description should be updated when the duties or skill requirements have changed significantly. It is advisable to first contact the Classification and Compensation Manager to discuss the impact of planned changes in the assignments. In the case of a significant departmental or unit reorganization, the managers should discuss plans with the Classification and Compensation Manager well in advance of the actual redistribution of duties and prior to discussion with employees. A completed ADA Essential Functions Supplement to the Position Description is required for all positions submitted for review. (See attached forms)

D. Temporary Assignment or Temporary/Permanent Reassignment Resulting in Reclassification

It remains management's right to assign duties while ensuring that the time lines and provisions of the applicable Collective Bargaining Agreement(s) are followed. Temporary assignments of higher duties and position reassignments should be carefully planned and must first be consulted with the Classification and Compensation Manager in the Human Resources Office.

A job description reflecting the new duties must be submitted to and approved by the Classification and Compensation Manager prior to a manager reassigning an employee to another unit or temporarily assigning additional duties to an employee. It is inappropriate for managers to "promise" a certain classification to an employee.

1. Temporary Assignment of Duties (Same Departmental Unit): The term "temporary assignment" is defined, for classification purposes, as the assignment of new duties within the same departmental unit to an incumbent's position for a short duration to meet emerging organizational needs. This most often occurs when a position is vacant, as a result of a leave of absence or position vacancy requiring coverage. Employees should be informed that the temporary assignment may or may not result in a temporary reclassification since in some instances the duties temporarily assigned are at the same level of difficulty leading to no change in the classification or skill level. The appropriateness of such an action must first be submitted in writing to the Human Resources Office Classification and Compensation Manager who will assess the level and complexity of the newly assigned duties and determine and notify the department if a temporary reclassification is appropriate. (Appropriate bargaining unit contract stipulations and deadlines must be applied where required; see the appropriate collective bargaining agreement.)
2. Temporary or Permanent Reassignment (Different Unit): Temporary or permanent employee reassignment is normally, although not always, characterized by the movement of an incumbent from one department or unit to an entirely different unit (with or without his/her funded position) within the University (e.g., movement of a ASA I from Department of Music to a different area and set of duties, such as to a ASA I within the Chemistry Department).

E. New Position Classification

The Classification and Compensation Manager will review all new positions for a classification and/or skill level recommendation prior to the beginning of the recruitment phase. New positions are given review priority; however, we recommend that departments add additional lead-time to the actual beginning of the recruitment process to allow for the classification review to take place. A minimum of 5 working days from date of receipt in the Human Resources Department is recommended.

F. Reclassification Upon Replacement

When a position becomes vacant, managers often implement needed changes in organization and work leveling. Consequently, the position description may be modified. It is important to notify your assigned recruiter of such position changes in order to ensure the position is properly recruited.

G. Management's Role in the Classification Process

HEERA designated managers and supervisors retain the right to assign duties. Consequently, it is essential that managers periodically review job descriptions for their area to ensure that the job descriptions describe the duties as assigned. For jobs which will undergo a classification review, all levels of management should carefully review the job descriptions submitted for their signature to ensure the duties stated are agreed upon by all levels of supervision/management and meet the goals of the organization. Inaccurate job descriptions should be revised. Refer to the Position Description Guide for additional information and guidance.

A position should only be submitted for review by Human Resources when the incumbent is fully performing all assigned duties. Managers should not withhold duties pending a classification or skill-level review nor submit a position for review before the incumbent is fully functioning in the new set of duties, or has not completed the probationary period.

After a review, the program manager will brief the Dean or Director as to the appropriate FLSA designation and classification. If a higher classification or skill level is the result, the Dean or Director has the option to remove certain assigned duties to ensure that the position remains within the existing classification. In this instance, the immediate supervisor has the responsibility for restructuring the assigned duties in consultation with the program manager or Classification and Compensation Manager.

The classification and/or skill level is then reviewed with the appropriate Vice President, after which the final classification decision is officially communicated to the appropriate administrator, who in turn informs the incumbent.

Managers should be careful that their requests for reclassification are not viewed as a "promise" to an employee regarding reclassification since that decision-making process has been delegated to Human Resources. Further, submission of a position for review based on any reason other than increased responsibility or skill level changes is not valid and not subject to the classification review process. That is, indicating that an employee has an excellent performance rating or is at the top of the salary range is not relevant to the classification/skill level decision process.

H. Types of Classification Reviews

There are four (4) ways by which a classification review can be requested or initiated:

1. An appropriate administrator may request a review based on changes in duty assignments and/or skill level, which are believed to impact the current classification. This may be accomplished through memorandum initiated by Management and organizational chart. An updated Position Description must accompany the memorandum.
2. An employee may initiate a request for review under the terms of their Collective Bargaining Agreement. To achieve campus conformity and fairness, employees in bargaining units 1, 4, 6, and 8 may also request a reclassification review using the same procedures as those for CSUEU units. An employee initiated request shall include a Request for Job Review form and Job Description Review form submitted in writing to the employee's immediate MPP supervisor. The supervisor shall forward the employee request as soon as possible to the appropriate AVP/Dean/Director for endorsement and submission to human resources for review.
3. Human Resources may initiate a position review for the following reasons:
 - a. As part of a planned campus classification review program
 - b. As a result of the need for conducting an "impact analysis" to gain understanding of one position's effect and interrelationship with another position
 - c. As part of a regular review of duties assigned to new or vacant positions
4. The Chancellor's Office periodically issues new Classification and Qualification Standards or series. This requires a broad review of impacted campus positions within timeframes mandated by the Chancellor's Office.

III. Policy: Classification Review Program

A. Delegation of Classification Authority and Overall Policy

The responsibility for conducting classification reviews and establishing classification decisions has been delegated to the Director of Human Resources and further assigned to Classification and Compensation Manager in Human Resources. It is University policy to strive to ensure that duties and responsibilities assigned to staff in units 1, 2, 4, 5, 6, 7, 8, 9 are assigned the appropriate classification and skill level in accordance with the Classification and Qualification Standards issued by the CSU Trustees.

It is the responsibility of individual campuses to also consider the internal campus alignment or skill level when making a classification decision. (Such an effort will help to ensure internal consistency across campus.) Once assigned a classification level, the position will be so identified until significant changes occur in the responsibility and complexity level.

Position classification/skill level determination is a management function. Agreement by the program manager to perform a review does not guarantee a subsequent future reclassification of the position.

B. Employee Working Below the Current Classification Level: Red Circle Rate

If the review process reveals the position is working below the current classification, the program manager, at the department's request, may make suggestions as to the means for strengthening the position. Should this not be possible, a recommendation to "red-circle" the employee's salary at its current level will be made to the President in accordance with the applicable collective bargaining agreement. A red-circle rate is a salary rate frozen above the maximum of the salary range for a class and skill level. It is applied concurrent with the downgrading of a position to a lower classification (or skill level and its sub-range maximum) or the maximum of the salary range. An incumbent is not eligible for further salary increases such as service based, performance based or general salary increases, etc. until the maximum salary step of the lower class equals or exceeds the red circle rate or five years whichever occurs first. Recommendations to red-circle a position are made reluctantly, and as a last resort. The preference is, if possible, to strengthen the duties and responsibilities so the classification level can be maintained.

C. Classification Effective Dates

Effective dates for employee initiated classification and skill level changes will be the first day of the following month pay period based upon receipt by Human Resources of the Request for a Job Review. Management initiated reviews may be effective upon completion of the review unless an alternate date is requested by the appropriate administrator. A classification and/or skill level review shall be completed no later than one hundred eighty (180) days after initiation of the classification and/or skill level review procedure. An employee shall not submit such a subsequent request prior to twelve (12) months after completion of a previous classification review, or as outlined in their respective collective bargaining agreement.

D. Documents Required:

1. An original of the "new" job description and Request for Job Review form, signed by the employee, supervisor and appropriate administrator. In signing the job description, the employee acknowledges that they understand management has the right to establish the work assignments. The appropriate Vice President or Dean must also counter sign the Request for Job Review signifying concurrence with the accuracy of the job description contents. Both forms may be obtained from Human Resources or downloaded from the HR Forms web page. (www.csufresno.edu/humres/classification/forms.html.)
2. A current Position Description, prepared by the appropriate administrator.
3. One copy of an up-to-date department organization chart showing incumbents' names, payroll titles and reporting relationships.
4. Upon receipt of all materials, each position will be reviewed against the appropriate classification standard. It will then be determined if the position is appropriately classified as is or if it warrants further classification or skill level review.
5. The classification review may include an interview with the employee, supervisor and other appropriate administrator(s) or departmental personnel. This is in addition to the analysis of the job description(s), questionnaire, Job Standard(s), and other factual information. Internal campus position alignment is an important consideration in classification and skill leveling determination.
6. The Classification and Compensation Manager will formulate a classification or skill level conclusion and present its findings to the appropriate administrator. The classification decision will

be reviewed with the appropriate Vice President and appropriate administrator prior to officially communicating the decision to the employee.

E. Appeal Procedures

This appeal procedure applies only to staff bargaining unit employees and positions where the appropriate collective bargaining agreement provides for such an appeal. The purpose of the appeal process is to provide a formal method to resolve any difference of opinion between the employee and the original review process regarding the classification decision and a skill level.

1. An employee may appeal a classification decision by completing a classification appeal form and submitting it to Human Resources.

- a. The appeal form is available in Human Resources (Joyal Administration Building room JA41) or on the Classification web page (www.csufresno.edu/humres/classification.forms.html)
- b. The appeal must be received within fifteen (15) calendar days of receipt by the employee of official written notice of the classification decision or as outlined in the applicable collective bargaining agreement.
- c. Consult the appropriate collective bargaining agreement for timelines and specific procedures.

2. The reviewer may consider:

- a. The position description or position description/work plan used in the review, questionnaire, and other documents used in the initial review,
- b. Relevant Classification and Qualification Standards and documentation on internal campus position benchmark positions,
- c. Written and oral information from the initial classifier, if appropriate,
- d. Written and oral information provided by the employee as part of their appeal,
- e. Information requested by the reviewer from the supervisor and/or appropriate administrator,
- f. Any other information determined to be relevant to assist in making an appeal decision.

3. The appeal level response shall be final.

4. Managers, supervisors, and confidential employees shall not serve as the employee's advocate through written or oral communications at the appeal.

5. An employee may terminate a classification appeal at any time by submitting such a request in writing to Human Resources.