



Human Resource Services Compensation & Classification

Presented by:
**Maria Plimpton &
Silvia Gonzalez**

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Purpose

- **To learn or review the requirements and/or processes for a reclassification, reassignment, in-range progression, and salary stipend.**
- **To provide tips on writing a position description.**

Objectives



Provide the requirements and/or processes for:

- Reclassification
 - The purpose of a position and writing the position description.
- Reassignment
- In-Range Progression
- Salary Stipend

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Reclassification



- **Prepare the Classification Review Form**
- **Purpose & Update of Position Description**
 - Scope of Authority
 - Job Functions (examples)
 - Skills, Knowledge, and Abilities
 - Physical Characteristics
 - Essential Job Functions
 - Marginal or Non-Essential Job Functions
- **Organizational chart**
- **Percentage of Increase**

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Purpose of Position



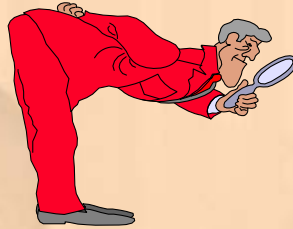
Briefly describe the purpose of the department and position.

Example:

The “X” Department is a major academic unit within the College of “Y”. The Department provides a BS degree in “Z”, and currently has an enrollment of 200 students. The Department is comprised of a Department Chair, 25 full-time faculty, 10 part-time faculty, with clerical/administrative support being provided by two staff support positions.

The purpose of this position is to provide typing and general clerical support to the faculty and serve as the office receptionist.

Scope of Authority



Examples:

- **The incumbent has authority to approve supplies and services expenditures up to \$500.**
- **The incumbent interprets school and university policies in providing information to faculty, student and staff.**
- **The incumbent must have working knowledge of Campus Policies and Procedures.**
- **The incumbent is responsible for monitoring and reconciling departmental accounts totaling \$1.2 million dollars. Monies are derived from contracts, grants, and state funds. The incumbent does not have signature authority for any of the funds.**



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Job Functions



- 1. Essential Job Functions are critical and fundamental responsibilities of the position. The incumbent must be able to perform these functions with or without reasonable accommodation.**
- 2. Other Job Functions are those duties that are performed either very infrequently or could be performed by others without altering the underlying reason the job exists.**

Essential Job Functions



Factors to consider in determining essential job functions include:

- Does the position exist to perform this function?
- Are there a number of other employees available to perform the function?
- Is degree of expertise or skill required to perform this function highly specialized?
- How much time is spent performing the function? What are the consequences of not requiring the incumbent to perform the function?

Marginal or Non-Essential Job Functions



Whether or not a particular duty is considered marginal will depend on:

- 1. The importance of the duty to your department's operation;**
- 2. Its frequency;**
- 3. If there's sufficient staff to reassign the marginal duty to other employees;**
- 4. If the marginal duty can be redesigned or performed in another way.**

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Examples of Job Functions

Receptionist Position

Essential job functions might include:

- Answering the telephone and assisting callers.
- Recording messages for department personnel.
- Greeting clients and customers.

Marginal job functions might include

- Escorting clients to staff offices.

For this receptionist position, the applicant would need to be able to perform the duties of this position with or without reasonable accommodation.

The marginal or non-essential job functions are those that could be redesigned or reassigned to other employees, if necessary.



Skills, Knowledge, and Abilities

Examples for an ASA II:

- Ability to work professionally and courteously at all times with staff, faculty, students, and the general public.
- Ability to handle heavy phone and walk-in traffic, and meet deadlines in a pleasant, professional and efficient manner.
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.



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Skills, Knowledge, and Abilities

Examples for an ASA II:

- Proficiency with office software applications including word processing, spreadsheets, databases, calendaring and email systems.
- Knowledge and ability to maintain records and files, including confidential files.
- Ability to appropriately handle confidential information and to exercise tact, sound judgment, diplomacy and discretion.



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Physical Characteristics



PHYSICAL CHARACTERISTICS

- Working in an area with constant traffic, noise from phones and conversations, and radio communications.
- Working with a computer keyboard to enter and retrieve information.
- Able to bend and reach to file and retrieve files and keys.



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Reassignment



- **Prepare Reassignment Form**
- **Update or develop Position Description**
- **Effective date**
- **Types of Reassignments**
 - Temporary
 - Permanent
- **Percentage of Increase (if applicable)**

In-Range Progression



- **Complete the In-Range Progression Form**
- **Update the Position Description (if necessary)**
- **Attach the organizational chart (if appropriate)**
- **Effective date**
- **Percentage of Increase**

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In-Range Progression

(Continuation)



Justification

- New lead work or new project coordination
- Assigned application of enhanced skills
- Salary Equity
- Retention
- Increased responsibilities and skills (Apply only to Units 4 & 8)
- Extraordinary performance

Salary Stipend



- **Complete the Salary Stipend Form**
- **Effective date**
- **Percentage of Increase**
- **Justification**
 - Temporary new lead work
 - Temporary new project coordination

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Conclusion



Q & A

Survey / Feedback

<http://hr.fullerton.edu/Forms/HRForms.aspx>

<http://hr.fullerton.edu/Classification/Default.aspx>

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HRS Contacts



Maria Plimpton, X2951
Cathy Wilson, X2940
Leanne Morinaka, X2947
Silvia Gonzalez, X2186
Melvin Alegado, X5346

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