

# **Classification Review Process:**

## **Background and Helpful Explanations for Employees**

The following information is provided to help employees understand the classification review process.

### **Overview**

The campus classification program is based upon the systemwide *Classification and Qualification Standards* issued by the Trustees of the California State University and accessible through the internet on the Human Resources (HR) Operations web page and directly at [http://www.calstate.edu/HRAdm/ercu/tec/vkp/tpf\\_gz.shtml](http://www.calstate.edu/HRAdm/ercu/tec/vkp/tpf_gz.shtml). These standards are continually updated by technical experts in the Chancellor's Office (CO) and are linked to the salary scale maintained by the CO. Each campus has been delegated the authority to implement and administer these standards. The standards contain descriptions of broad position responsibilities, general duties, and minimum education and/or experience requirements for each position classification. The duties described in campus specific position descriptions are analyzed against these standards to determine the appropriate classification. The classification standards are linked to the system-wide salary scale.

The assignment of an individual campus position to a position classification occurs as part of the recruitment process before a position is posted to the receipt of applications, or through reviewing changes that have made to occupied positions when it is believed that significant and substantive changes have occurred in a position such that the classification may need to be changed. Managers are ultimately responsible for deciding what duties are assigned, removed, and/or modified and if the changes in a position are short-term or ongoing. Human Resources (HR) works with campus managers to determine the appropriate classification and compensation for individual positions and to develop accurate position descriptions. A guide on how to write a position description is available through Human Resources or on the internet at [http://hr.fullerton.edu/fqewo\\_gpw/classification/PD\\_Guide.pdf](http://hr.fullerton.edu/fqewo_gpw/classification/PD_Guide.pdf)

### **Reclassification of Occupied Positions**

Reclassification of an occupied position to a higher classification (a position classification linked to a wider salary range) occurs when an employee (the *incumbent* of the position) has been or will be performing most, if not all, of the duties and responsibilities characteristic of the higher classification. The incumbent must possess the minimum qualifications (education and experience) described in the classification and qualification standards to be moved into the higher classification. Classification determinations are based upon the duties and responsibilities described with a position, and are not based upon person-specific factors such as length of service, financial need, quantity of work, quality of performance and personality do not impact the classification of a position. The following are the steps in the process:

- Employee Interview.** As part of the classification review process, a designated representative from HR, sometimes referred to as a “classifier”, may meet with the employee who occupies the position to learn from that person how the position has changed and to learn from that person what constitutes the work of the position. This meeting may occur in the HR office and/ or may involve a visit to the employee's worksite.
- Management Interview.** After meeting with the employee, the HR representative will meet with the management supervisor to share and validate this information and gain further clarification regarding typical work assignments.
- Analysis.** The HR classifier then analyses all information gained from these interviews and from a review of the position description to make a classification determination and develops a recommendation for management.
- HR/Management Consultation.** Management works with HR to make any necessary changes to the position description and implement any changes in position classification and salary that are authorized by the appropriate Divisional Vice President.
- Employee Notification.** If there is a classification change, the employee will be notified of the new classification, salary, and effective date in writing. Feel free to contact HR if there are any questions regarding this information.