



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Human Resources, Diversity and Inclusion

Human Resources

P.O. Box 6806, Fullerton, CA 92834-6806 / Tel. 657-278-2425 / Fax 657-278-7188

INSTRUCTIONS: CLASSIFICATION REVIEW

Instructions and Information for Completing and Submitting this Form: Complete this form to initiate a classification review of an occupied position. This form is NOT for initiating recruitment requests, In-Range Progression, a temporary change in duties and responsibilities, the lateral movement of a position from one area to another, or any other position change. Please contact Human Resources if you have any questions regarding the use of this form or how to initiate another type of position change.

Classification review requests must be submitted to Human Resources through the appropriate divisional channels as described below:

Management Initiated Reviews - Consult with Human Resources when responsibilities assigned to a staff member will be significantly different than those originally described in the position description. A draft position description and organizational chart that are updated to reflect any proposed changes will aid in this process. 2. Next, discuss any position changes and impacts within your divisional management as appropriate and obtain Appropriate Administrator approval. 3. Revise the position description accordingly and obtain signatures from appropriate levels of management. 4. Submit this request form, along with the position description and revised organizational chart through appropriate management for review before routing to Human Resources. The Appropriate Administrator signs the form to authorize this review. Managers should not make any promises or commitments to staff concerning salary, classification change, or any other terms and conditions of employment.

Employee Initiated Reviews- Only a staff member who occupies a position within a classification covered by the CSUEU, APC, or SETC collective bargaining agreements, and who believes that he/she is performing the work of another classification or skill level, may submit an employee requested classification/skill level review.

1. Speak with your manager regarding the request before filing.
2. Such requests are to be submitted to the immediate non-bargaining supervisor (a Management Personnel Plan employee).
3. The immediate non-bargaining supervisor and the Appropriate Administrator will sign the box above to indicate having received the request before forwarding it to Human Resources.

Note to Managers: Only sign a position description submitted by an employee if you agree with it. Contact Human Resources if you have any questions or concerns.

Employee Notification and Effective Date - Human Resources will notify the employee of the outcome of the request. If classification is changed, it will be effective the beginning of the pay period following the date the form is received in Human Resources. Reclassifications shall not be retroactive.

ATTACHMENTS:

Current Position Description -This should be an updated and approved copy that reflects the duties and responsibilities that have been assigned to the position. Include a brief explanation of what duties and responsibilities have been added to the position or how the position has otherwise changed within the Significant Changes From Previous Job Duties section on page one.



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Current Organization Chart-This should illustrate: (1) the position titles and classifications and (2) reporting relationships in the unit in which the position is located. The organizational chart provides insight into the overall staffing of the work unit and an indication of what kind of support is provided to or by the position under review. If the staffing on the organizational chart has changed since the position was originally classified, both the prior and current organizational charts should be submitted. This will help to illustrate how changes within the organization have influenced the duties and responsibilities assigned to the position that is the subject of the classification review.