

**Human Resources**

**AP 7232 CLASSIFICATION AND RECLASSIFICATION REVIEW**

**References:**

Education Code Sections 88001 and 88009

Every position in the classified service in the District shall be assigned a classification. These classifications will determine the salary levels that shall be applied to these positions. Review of class specifications shall be undertaken regularly to revise and update the duties and/or responsibilities of positions in the classified service.

Classification Plan

The duties and responsibilities of the members of the classified service shall be fixed and prescribed in the District Classification Plan. This plan is the official classification document which shall be adopted by the Board and made a part of these rules and regulations. Each position shall be allocated to a class, following the principle that positions shall be in the same class when their duties and responsibilities are enough alike to justify the same or similar employment standards, skills, ability requirements and compensation.

1. Class Specification

A written class specification shall exist for each class approved by the Board and shall contain (1) the official class title and definition, (2) representative duties, (3) distinguishing characteristics of positions where appropriate, and (4) minimum qualifications of applicants such as knowledge, skills, education and experience. Class specifications should not be construed as declaring the specific duties and responsibilities of any one position. Copies shall be made available upon request to the Human Resources Office.

2. Assignment of Classes to Job Families

Classes of positions for non-management employees shall be assigned to one of eight service categories which are known as the job families of (1) bookstore, (2) clerical-secretarial-fiscal, (3) learning resources, (4) information technology services (ITS), (5) maintenance and operations, (6) supervisory, (7) technical-paraprofessional and (8) confidential.

3. Allocation of Position Classes to Salary Ranges

Upon the recommendation of the Chancellor, classes of positions shall be assigned by the Board to designated salary ranges.

4. Duties of Classified Employees

Duties may include, but are not limited to, those given as examples in the class specifications for the position to which the employee is assigned. An employee is required to do related duties as assigned by the assigned supervisor or manager.

5. Revision of the District Classification Plan

Substantive revisions of the Plan shall be approved by the Board, including the establishment or abolishment of a class or classes.

a. New Classes

Upon the recommendation of the Chancellor, the Board may create new classes as required and may abolish or combine existing classes to meet the needs of the District.

b. New Positions

Upon the recommendation of the Chancellor, the Board may authorize a new position within any existing class.

c. Reclassification of Positions

Upon the recommendation of the Chancellor, the Board may approve a classification change in any or all of the positions or classes of positions which are a part of the classified service.

No employee shall be demoted or dismissed as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.

Reclassification for Confidential & Supervisory

Reclassification is the process of determining through job analysis whether the current classification, as evidenced in the job description, matches the duties and responsibilities of the position.

Decisions regarding reclassifications shall be based on substantial and permanent changes in the level of duties and responsibilities of the position assigned by the District.

Restrictions

- An increase in the volume of work shall not be the basis for a reclassification.
- Positions which have been in existence for less than one year are not eligible for reclassification.
- An employee whose position has been reclassified may not apply for another reclassification for at least two years from the date of the last reclassification request.

- An employee who has applied for and been denied a reclassification may not reapply unless the employee's work duties are changed and are inconsistent with the job description for the employee's classification subsequent to the denial.

### Request for Reclassification

#### Initiation

A request for reclassification of a position or group of positions may be initiated by management or by the employee.

#### Management-Initiated Review

When the District initiates a reclassification, it will notify the employee and/or employees with that same position as a group prior to the reclassification being sent to the Board of Trustees, with ample opportunity for the employee and/or employees with that same position as a group to review the proposal and provide feedback.

#### Employee-Initiated Review

- An employee may submit a request for reclassification to the Chief Human Resources Officer and the employee's supervisor and/or manager by July 1.
- The employee must be serving in a confidential or supervisory position and must have been performing the work, which is the basis for the reclassification request, for at least six (6) months before the reclassification request.
- The employee(s) shall retain a copy of the request packet.

#### Contents

A reclassification request shall include:

- A completed reclassification request form (employee portion)
- A copy of the employee's current job description (available from the Office of Human Resource Services)
- A copy of the job description for the proposed classification; and
- Any additional supporting documentation.
- In the case of a management-initiated review, the reclassification request shall also include current and proposed organizational charts showing all positions with current employees and vacancies listed.

#### Multiple Requests

Requests for reclassification from more than one worker in the same classification at the same time may be consolidated.

## Reclassification Consultant

### Duties

The reclassification consultant will prepare an analysis and report on the request for reclassification. The analysis will include whether there is currently an appropriate classification within the District, whether duties should be deleted or added and whether the proposed new job description should be revised.

### Selection

The reclassification consultant shall be chosen by the District. The cost of the reclassification consultant fee shall be borne by the District.

### Review

The reclassification consultant will receive the reclassification packets and will review based upon the following:

- The completed reclassification request form
- Desk audit, if deemed necessary
- Internal or external audits of other similar or related positions as necessary, e.g., comparable positions existing elsewhere within the District
- Interviews with the employee and employee's supervisor and/or manager
- Any other relevant information requested by the Consultant

### Report

The Consultant will issue a report to the Chief Human Resources Officer within ninety (90) working days of the receipt of the completed reclassification packets.

### Decision

The Chief Human Resources Officer will consult with appropriate college administrator and/or President or Chancellor and issue a reclassification decision to the employee within forty-five (45) days of the receipt of the Consultant's report.

Upon notification of the reclassification decision, the employee may request a joint meeting with the Chief Human Resources Officer and the Consultant to discuss the decision.

## Appeal Process for Confidential & Supervisory

### Time

An employee may appeal in writing the reclassification decision to the Chief Human Resources Officer within ten (10) working days of receipt of the decision.

### Panel

The appeal will be heard by a panel, which is composed of College/District Manager(s) appointed by the Chancellor and the Chief Human Resources Officer. The Consultant may attend and serve as resource to the panel but does not have a vote.

### Meeting

The Chief Human Resources Officer will establish a meeting date between the employee and the panel for the appeal meeting. The panel will meet with the employee to receive and review additional information that the employee may wish to provide. The supervisor and/or manager may be asked to attend and address the panel.

### Recommendation

The panel will render a recommendation and communicate that recommendation in writing to the Chancellor.

### Final Decision

The Chancellor will render the final decision within thirty (30) working days of receipt of the recommendation. The Chief Human Resources Officer will then send notification to the employee and supervisor. If the appeal is denied, reasons will be given. There will be no further appeals.

## Implementation of Approved Reclassification for Confidential & Supervisory

### Board of Trustees

The Board of Trustees shall consider an approved reclassification at the Board meeting subsequent to the final decision, or if necessary at the following Board meeting. The Board shall establish the salary for the reclassified position. An employee-initiated reclassification shall be effective on the date specified above. A management-initiated reclassification shall be effective on the first of the month following Board action.

### Automatic Movement

Where a position is reclassified to a higher class, the employee(s) in the position shall automatically move upward with the position being reclassified, if the employee(s) meets the qualifications.

### Salary and Anniversary Date

Any employee(s) who is/are reclassified will be placed at the lowest classification step which provides an increase of at least five (5) percent. The employee's evaluation and anniversary date, for purposes of step increases and longevity, shall not change. When the employee's anniversary date and the effective date of the reclassification coincide, the anniversary increment shall be applied before the reclassification computation is made.

Further information regarding classification and reclassification review of represented employees can be found in the respective collective bargaining agreement.

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**Date Adopted:** July 21, 2015

*(Replaces CLPCCD Administrative Rules and Procedures 4213.)*