

AP 7240-13, Management Employee Classification Review

1.0 Purpose

The purpose of the management employee classification review process is to provide a uniform method for processing requests for classification review of management positions and to promote internal consistency so that jobs with similar duties, levels of responsibility, scope, and decision-making authority are allocated to the same job classification.

2.0 Basis for Reclassification

2.1 A position may be eligible for reclassification based on a significant, consistent and permanent change in the primary duties that increase the scope and complexity of the position. It is expected that an employee may temporarily perform duties above or below classification to meet short-term organizational needs. Such short-term assignments are not grounds for reclassification of a position.

2.2 Acquiring more of the same or similar types of work, changes in the relative percentages of time allocated to duties within the classification, and normal increases in skills, experience, proficiency, and adaptation to new technologies consistent with the duties of the position are not grounds for reclassification of a position. Changes in assigned duties do not necessarily warrant a change in classification level, but may necessitate a job description update.

2.3 The classification review process evaluates job content only; it is not a mechanism to reward employees. Individual merit, job performance, length of service, or other characteristics related to the employee in the position are not bases for initiation of a request for classification review. Managers are expected to be familiar with the job descriptions of the employees they supervise and work employees within classification.

3.0 Classification Review Committee

3.1 The Classification Review Committee will evaluate all requests for reclassification.

3.2 The Classification Review Committee shall be comprised of the Vice Chancellor of Human Resources or designee, one (1) regular management employee appointed by the Vice Chancellor of Human Resources or designee, and two (2) regular management employees appointed by the District Management Association. The Vice Chancellor of Human Resources or designee shall serve as the chair of the committee.

4.0 Classification Review Process

4.1 A regular management employee or the campus chief executive officer may submit a request for reclassification. This request must document a significant, consistent, and permanent change in the primary duties that increase the scope and complexity of the position.

4.1.1 An employee must have been incumbent in the position for at least twenty-four (24) full months before a request for reclassification may be submitted.

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- 4.1.2 A request for reclassification of the same position may not be submitted more often than once in every two fiscal years.
- 4.2 Requests for reclassification review may be submitted between the window period of July 1st through July 20th of each fiscal year. All requests must be submitted to the Office of the Vice Chancellor of Human Resources on the *Request for Management Employee Classification Review* form available from the District Office of Human Resources. If the request is originated by the employee, the employee's immediate management supervisor must review and complete the applicable sections of the *Request for Management Employee Classification Review* form and submit the request through established management channels to the campus chief executive officer.
- 4.3 The Classification Review Committee will evaluate each request for reclassification based on the information submitted in the *Request for Management Employee Classification Review* form. The Committee may interview the employee and/or the employee's immediate management supervisor, conduct a desk audit, and solicit additional information as needed to evaluate the request.
- 4.4 In evaluating a request for classification review, the Committee will consider factors including, but not limited to, the following:
 - 4.4.1 Whether the duties are consistent with the existing job description, recognizing that the duties and responsibilities listed in the job description are intended to be generally descriptive and not restrictive in nature, and are not intended to represent an exhaustive list of the specific tasks of the position.
 - 4.4.2 Whether the duties are at a level similar to duties within the job description with respect to scope and complexity.
 - 4.4.3 The length of time the duties have been in effect and what efforts have been made to bring the duties into line with the job description.
 - 4.4.4 The propriety of the duties with respect to the impact on other positions (e.g., other positions doing the same or similar work, whether the duties have been shifted from or to another position; whether the duties are more appropriate to another position, etc.) and with respect to internal job consistency across the campus and the District.
- 4.5 In consultation with the Classification Review Committee, the Vice Chancellor of Human Resources will make a decision regarding the request for reclassification and recommend a course of action to the Chancellor.
 - 4.5.1 If the Vice Chancellor of Human Resources is not in support of the Classification Review Committee's recommendation, the Vice Chancellor will discuss the reasons with the Committee prior to making a recommendation to the Chancellor. When recommending a course of

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action to the Chancellor, the Vice Chancellor of Human Resources will inform the Chancellor of the Committee's recommendation.

4.5.2 The decision of the Chancellor shall be final.

4.6 An approved classification change shall become effective on the first day of the month following the window period during which the request for reclassification was submitted.

4.7 Where a recommendation for reclassification of a position is not approved due to fiscal, organizational, or other reasons, the employee's immediate management supervisor, in consultation with the Vice Chancellor of Human Resources, shall restructure the job to conform within the existing classification.

4.8 At the conclusion of the process when a final decision has been made, the Vice Chancellor of Human Resources will provide written notice of the outcome to the affected employee and the Classification Review Committee.

Date of Adoption: October 13, 2008 Chancellor's Cabinet