

Reclassification

The most common reasons that classification reviews are conducted are as follows:

- Gradual changes in job duties being performed by the incumbent
- Changes in organizational relationships and responsibilities
- Recruitment/retention problems
- Changes in job requirements as delegated by management

A classification review requires a significant amount of investigation and inquiry by the job analyst and has a good deal of "process" to follow. The job analyst looks at various classification allocation factors in determining the appropriate classification, such as, but not limited to:

- Decision making responsibilities, experience, education, and/or certifications
- Scope and complexity of work
- Nature and purpose of contact with clients and customers (internal and external)
- Required knowledge, skills, and abilities
- Supervision received and exercised
- Working conditions and physical effort
- Organizational level, size, and scope

Recommendations may include reallocating a position to a different department and classification, developing a new classification, changing the existing classification, or determining that the position is appropriately classified and no change is needed. The process typically includes:

- Reviewing all pertinent documentation and information, with one of the most critical pieces of information being provided by a subject matter expert, incumbent(s) (if applicable), and reviewed by a supervisor and job analyst
- Conducting interviews and/or desk audits with the subject matter experts(s) and in some cases gathering information from other employees who perform similar work
- Communicating with supervisors/managers to confirm and clarify the validity of the information collected
- Conducting research of similar classifications or organizational structures within the University
- Researching specific "industry" information
- Studying existing job classifications
- Analyzing the job data (e.g. FLSA Designation, EEO Job Group, SOC, Job Family, ECLS, Grade, etc.)
- Developing and/or updating job classification specifications
- Developing and then presenting a preliminary report and recommendation(s) to interested parties
- Communicating with interested parties on the preliminary report and recommendation(s)
- Developing and presenting the final classification justification to the interested parties

On average, the request may take up to a month to review in addition to approval, notification, and paperwork processing time. The length of time that it takes to review a request has several determining factors including:

- Complexity of request
- Grade
- Multi-incumbent Classification
- Proposed Compensation Adjustments
- Whether or not a funding source is Identified
- Completeness of paperwork at time of delivery to the HR Business Partner

Department Heads, employees, or collective bargaining units may submit a classification study request to Human Resources. Approval can be obtained by contacting your assigned HR Business Partner. However, the requesting party must provide a compelling rationale within the request clearly documenting the classification concerns in order for Human Resources to accept and assign the study.

Requests should be submitted when there have been substantial and/or major changes that appear to be ongoing in an incumbent's duties and responsibilities, mainly in the level of complexity, decision making authority, positional scope, required knowledge and abilities. These changes are often predicated by modifications in legislation or state and/or federal mandates, or evolve over time as departments restructure.

The incumbent's role is to thoroughly and accurately participate in the job analysis process and provide clear and concise information including but not limited to: questionnaire, interview and/or desk audit regarding the work that is being performed in the position. The incumbent may also participate in communications and provide opinions on the preliminary report and recommendation(s).

Due to the sensitive nature of the incumbent(s) having a vested interest in the outcome of a classification study, it is important for all interested parties to understand that a classification study is the evaluation of a position or group of positions, not a study of the incumbent(s). An incumbent's performance on the job is not considered in a study.

If Human Resources does review a position, does this mean the employee will get more money?

Not necessarily. A classification review does not guarantee a pay adjustment.