

California State University, Dominguez Hills
Human Resources Management

**PROCEDURES FOR REQUESTING A CLASSIFICATION STUDY
AND/OR SKILL LEVEL REVIEW**

[This procedure covers all employees who are covered by the itemized collective bargaining agreements (CBA's). The impacted units are Units 2, 4, 5, 6, 7, 8, 9.]

Introduction and Background

Position classification is one of several types of job analysis used to determine minimum qualifications and salary levels for positions. It entails the systematic categorizing of positions based on duties and responsibilities as defined by the Classification and Qualification Standards developed by the Chancellor's Office of the California State University. Each university position is placed in an appropriate job classification or skill level such as Custodian or Student Services Professional.

The classification process involves an assessment of the kind and level of work that has been assigned by management and that is performed in a position. Positions are classified following a thorough analysis of duties and responsibilities assigned. An employee's performance or individual merit is not considered in this process. A pay range is established for each classification or skill level, and positions that are similar in nature are allocated to the same job classification to maintain equity in compensation. The Classification and Qualification Standards are available on the Chancellor's Office web site, www.calstate.edu.

Positions may be **classified** to a higher, a lower, or an equivalent level, or they may remain in the same classification. *A classification change is approved only to recognize significant and permanent changes in assignments.* An employee must also meet the minimum qualification standards of any new classification.

Position Descriptions

A position description is a written summary of the essential assignments of a position, including the following:

- The purpose and nature of the work performed.
- The specific duties and responsibilities and the amount of time spent on each.
- The supervisory relationships, contacts, and work environment.
- The qualifications needed to do the job.

Position descriptions are used in multiple ways including the following:

- To provide information for classifying positions.
- To determine minimum qualifications for hiring and placing employees in positions for which they are best qualified.
- To introduce new employees to their jobs.
- To help employees understand their jobs.
- To clarify relationships between jobs in order to avoid duplication and gaps in responsibilities.

- To provide the basis for performance appraisal by setting a standard against which individual performance can be measured.
- To clarify lines of communication, authority, and responsibility.
- To assist in organizational planning
- To establish lines of career progression.
- To identify training needs.

Classification Process

Requests for classification review may be initiated by the incumbent in a position or by the supervisor or manager. The individual requesting the classification review must take the following actions:

- Gather all pertinent information: prior position description, work procedures, instructions, etc.
- Prepare a draft position description.
- Discuss the draft with the supervisor or current job incumbent and reconcile any differences.

If the request is initiated by the incumbent, the following steps should be taken:

1. The incumbent should request a position review by submitting the completed draft CSUDH Position Description form to the appropriate administrator for review.
2. If, after review, the draft is approved by the appropriate administrator, the revised position description, an organization chart, the previous position description and a completed “Request for a Classification Review” form should be forwarded to HR in a timely manner.
3. If the appropriate administrator does not submit the approved position description to HR in a timely manner, the incumbent may submit a copy of the position description to HR.

The responsibilities of the Supervisor include the following:

1. Ensure that the position with the new description, as drafted, meets the needs of the department and is structured to accomplish the work needed in an efficient manner.
2. Consult with HR on format and content, as needed.
3. Review the draft with the Dean, Director, or Vice President, as appropriate.
4. If approved, finalize draft position description on CSUDH Position Description form. The form is available on the HR website or from HR.
5. Construct an organization chart to submit with the position description.
6. Complete a “Request for a Classification Review” form to submit.

The responsibilities of Human Resources include the following:

1. Review format and content of description for compliance with University guidelines and applicable regulations (EEO, ADA, etc.)
2. Discuss and clarify any areas of concern or confusion with the originating department.
3. Determine the appropriate CSU classification by taking the following steps:
 - a. Compare the described position with CSU Classification Standards.

- b. Interview the incumbent and the supervisor for clarifying information (if necessary).
- c. Analyze and evaluate the information to determine internal and external job equity.
- d. Document findings, conclusions, and recommendations.
- e. Notify supervisor and incumbent of results.

Classification Appeals

To appeal a classification decision, the incumbent must file an appeal memo with HR within 15 calendar days of receipt of the notification of the original classification determination. The appeal memo (and attachments) must include a detailed statement by the incumbent indicating the reasons for disagreement with the classification decision.

When an appeal is made, Human Resources must assign the appeal review to a classifier who did not do the original study and schedule a meeting with the incumbent to hear the incumbent's reasons for disagreeing with the determination. The classifier must review all relevant materials and discuss them with appropriate managers and supervisors, complete the appeal study, document the findings, and notify the incumbent. The appeal decision is final.

If the appeal is denied, the incumbent must wait eighteen months after communication of findings before submitting any subsequent request to study the same position.

Management may request a subsequent review of a position at any time there are significant organizational or assignment changes.

The procedure described above is subject to change if there are changes in any of the collective bargaining agreements that affect the classification process.

For assistance with classification questions, position descriptions, or organization charts, please call the classification specialist in HR at 3771.