

BP 7232 CLASSIFICATION REVIEW

References:

Education Code Sections 88001 and 88009

Position classifications will be reviewed in accordance with the Administrative Procedure established for this Policy.

Date Adopted: September 15, 2009
(Replaces RCCD Policy 4045)

AP 7232 CLASSIFICATION REVIEW

References:

Education Code Sections 88001 and 88009

The purpose of this procedure is to identify a process for positions to be considered for review and to assure proper classification placement.

DEFINITIONS

Classification – A position in the classified service that has a designated title, a regular minimum number of assigned hours per day, days per week, and months per year and a specific statement of the duties required to be performed by the employees in each such position.

Classification Review – A process by which the district initiates a review of a current job classification or classes, which may affect one or more employees serving in that classification.

Reclassification – The upgrading of a position to a higher classification as a result of the gradual change in job duties, responsibility, working conditions and/or required skills being performed by the incumbent in that position.

Range Reallocation – When market conditions are such that a position needs to be considered for placement in a pay grade higher than the placement based on job content.

Reorganization - any change in administrative structure that affects the duties assigned to a position since the last time it was studied, creation of a new assignment for the employee, or an increase or decrease in staffing that causes a change in the assignment of an employee.

Y-Rating – the process by which an employee is placed in a job classification with a lower rate of pay (salary range), but continues to receive the specific hourly/monthly rate of pay he/she received in the higher class until such time as the pay rate of the lower class exceeds that rate; or the employee is fixed at their current rate of pay and job classification until a new classification at a lower grade catches up to or exceeds that rate.

I. CLASSIFICATION PLAN

The District's classification plan is a broad facilitating instrument for the Diversity and Human Resources Department to assure uniformity in the manner in which positions are allocated, defined and placed in the District's organizational structure. The classification plan categorizes positions based on their current duties and responsibilities and groups them in relationships based on services provided, qualifications and characteristics. Appropriate relationships are established for positions which ultimately aid in the recruitment and selection of persons into positions and in adequate salary placement of positions in relation to like positions. It is the District's policy to ensure that positions are properly classified based on the duties and responsibilities assigned to them.

The District utilizes the HayGroup job evaluation system using a standardized job measurement process, which evaluates areas such as knowledge required, specialized and managerial know-how, human relations skills, problem solving, thinking environment/challenges, accountability, physical effort, environment and hazards.

Each position in the District (including all positions which are part of the CSEA collective bargaining agreement, confidential positions and classified/academic administrators), except those executive positions hired under an employment contract, shall be placed in a classification with a designated title and salary grade

District-wide classification reviews may be conducted periodically for all positions, by department, or job class. It is a good practice to do a review of this magnitude at a minimum of every 7 to 10 years, depending on budget ability to do so and other classification processes that the District may have in place to keep its classification plan contemporary. The process of conducting a classification review will include a job evaluation to measure the work and determine its appropriate level. It may entail, but is not limited to, employee(s) completing a job description questionnaire, a salary and/or job description survey among other comparable Community College Districts, and/or an interview of the Employee's supervisor(s) and others, as necessary.

A classification review of a position could result in:

- A. A reclassification upgrading a position to a higher classification as a result of the gradual change in job duties, responsibility, working conditions and/or required skills being performed by the incumbent in that position.
 - 1. When a position is classified to a higher level, incumbent(s) in the position will be reclassified into the higher classification. if the newly classified position is vacant, it will be filled by the hiring process approved by the District.

- B. No change.
- C. A modification to the duties and responsibilities, which are necessary and could result in a new job title, but which may or may not warrant an upgrade in salary.

CHANGES IN CLASSIFICATION

If it is determined that there are duties assigned to a position that are not appropriate for the current classification, the position will be recommended for a change to an appropriate classification or the inappropriate duties shall be removed from the position.

II. CLASSIFICATION REVIEW PROCESS

The classification process for positions to be considered for reclassification will be conducted annually. Positions subject to the classification review process are: All positions which are part of the CSEA collective bargaining agreement, confidential positions and classified/academic administrators. A reclassification review may be initiated by the employee, the employee's supervisor/manager, or the Department of Diversity and Human Resources (DHR), when there is reason to believe that a position has evolved to an assignment that may be outside the unit member's regular classification, subject to the procedures delineated below. Probationary employees may not apply for reclassification.

- A. The forms and a description of the procedure for the review will be provided by DHR to the individual initiating the review.
- B. Prior to the beginning of each window period (see Paragraph C, below), DHR will conduct orientation meetings during the month of November for employees who are considering requesting review of their positions. This orientation will include information related to the submittal process, forms, dates and specifically explains to the employee the importance of preparation of the information explaining their job functions and preparation of material submitted to the Classification Panel.
- C. Requests for review of a position will be allowed no sooner than twelve (12) months from the last reclassification review process of this position, if the previous reclassification request was denied. If the previous reclassification request was approved, a request for review of a position will be allowed no sooner than twenty-four (24) months from the last request.

The window period for submitting the reclassification review requests shall be limited to December 1 through January 31 of each year. Employees requesting a review must give a draft of the position questionnaire to their immediate supervisor no later than January 15, to allow for

supervisory/management review. Supervisor/management comments are to be submitted no later than January 31. This does not preclude further information being submitted as part of the final questionnaire. At the same time, employee will submit a separate form to DHR indicating the supervisor has received a copy of the position questionnaire. DHR will then track the document to ensure that the supervisor reviews and responds to the employee's request for reclassification.

- D. Between February 1 and March 31, the Classification Panel will review and deliberate on each request, and request additional information as they deem necessary. No later than April 15, the panel will make a finding based upon the Hay methodology of job analysis (knowledge required, specialized and managerial know-how, human relations skills, problem solving, thinking environment/challenges, accountability, physical effort, environment and hazards) regarding the appropriate classification and/or range of the position(s) submitted for review. The employee and manager will be notified immediately of the Panel's decision and rationale.
- E. All reclassification recommendations will be sent to Budget Control for determination on impact to the budget and serve for informational purposes only.
- F. The recommendations of the panel shall be forwarded to Executive Cabinet for review no later than April 16. Executive Cabinet shall have from April 16 to May 20 for review and consideration of the Panel's recommendations, and employee will be notified of the Executive Cabinet's decision. The decision of Executive Cabinet is final and shall not be grievable.
- G. Reclassifications approved by the Executive Cabinet will be placed on the June Board agenda for Board approval and will be effective July 1 of that same year. In the event the process is not completed by July 1, any approved reclassification shall be retroactive to July 1 of that year.
- H. Seniority for any changes to an employee(s) classification shall be handled in the following manner:
 - 1. If an employee is reclassified to a different or new classification or title, and the previous classification remains intact, the affected employee(s) will retain their seniority in the previous classification and shall accrue seniority in the new classification on the effective date of the change.
 - 2. If the previous classification is abolished, then the affected employee(s) shall take their accrued seniority into the new classification.

CLASSIFICATION PANEL

A panel will be appointed to act as the reviewing body for both the classification, reclassification and reorganization processes. The panel will consist of seven (7) appointed members as well as a representative from Diversity and Human Resources, who will serve as chair, and a Classification and Compensation Consultant (optional) as a non-voting position. The seven (7) appointed members will be as follows: Three (3) members appointed by CSEA, one (1) representative appointed by the Confidential unit, and three (3) members appointed by the management association, or their designee. The panel may request additional information.

Initially, the term for the seven (7) appointed members of the panel will be as follows: Four (4) of the members will serve for a term of four (4) years and three (3) of the members will serve for a term of three (3) years. Upon replacement after these terms, all panel members will be appointed for a three (3) year term.

RECLASSIFICATION TIMETABLE

November – Orientation

December 1 through January 31 – requests for reclassification are submitted

February – March – Classification Panel reviews requests and gathers other information as required.

April 1 – April 15 – Panel makes recommendations and prepares a report for Executive Cabinet

April 16 – May 20 – Recommendations are forwarded to Executive Cabinet for review, consideration and final decision. Employees will be notified of the recommendation.

May 21 – May 31 – Executive Cabinet approvals are forwarded to budget control for review

June – Decisions sent to Board of Trustees for final approval

July 1 – Approved reclassifications become effective

III. REORGANIZATIONS

Requests for reorganization may be initiated by a Vice President, or above, or DHR, and any affected job descriptions will be submitted to the classification panel, if the reorganization results in a new position/job description or there are significant changes to a current job description.

If a reorganization results in an incumbent's position being classified to a lower classification and there is a vacant position in the incumbent's current classification for which they meet the job qualifications:

- A. The incumbent may elect to transfer to such vacant position, with the approval of the hiring manager, or,
- B. If the incumbent chooses not to transfer, he/she may move to the position in the lower classification.

IV. SALARY RANGE REALLOCATION

In cases where a department is experiencing difficulty in filling a position or keeping permanent employees, and there is reason to believe there has been a significant labor market impact to the salary of the specific classification, the situation will be brought to the attention of the campus President or District Vice Chancellor, who will bring it to the attention of DHR.

When a classification is reallocated to a higher grade, the incumbent(s) shall be placed on the new grade, at their current step.

V. NEW CLASSIFICATIONS

In the event that a new job classification is created or a current classification's duties substantially change, the proposed job description will be sent to the classification panel for review and range allocation.

For all CSEA positions, applicable provisions of the collective bargaining agreement will apply.

Office of Primary Responsibility: Diversity and Human Resources

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