

# Procedure Manual



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| <b>Title: Total Rewards Strategy: Position Classification &amp; Reclassification Procedure for Professional Technical Staff &amp; Administrators</b> | <b>Number:</b><br>A6Hx2-3.24 |
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**New Positions:** The Division of Human Resources and Equity is responsible for the evaluation, assignment to a job level guide, band, title and classification/compensation of all existing, vacant and new professional technical staff and administrator positions within the College’s Total Rewards Strategy Program. Upon receipt of an existing or new position description, the Division of Human Resources and Equity will review the position and recommend assignment of the position to a job title and band within the appropriate job level guide. Requests for reclassification to a lateral, higher or lower job title or band should be submitted via the on-line employment system and be accompanied by a revised on-line position description, organizational chart, and memorandum of request from the Vice President/Campus President outlining the specific changes in duties and responsibilities involved.

**Requests for Reclassifications:** Reclassification is the process by which an established professional technical staff or administrator position is modified following evaluation by the Division of Human Resources and Equity to appropriately reflect significant, material and permanent changes (increases or decreases) in job duties and responsibilities that qualify for a lateral, higher or lower band level within a job family/job level guide. Requirements for the band level are specified in the job level guide for the job family. To be eligible for reclassification to a lateral, higher or lower band, the incumbent must meet all eligibility requirements for the new band including the level of educational attainment. Requests for reclassification should be submitted by the appropriate Vice President/Campus President to the Associate Vice President for Human Resources and Equity.

The following information is required for reclassification considerations:

- a complete and accurate position description using the on-line position description request form
- written justification for the requested change
- updated organizational chart

The Division of Human Resources and Equity will review reclassification requests and gather relevant internal and external information necessary to make a determination. A written analysis will be prepared that addresses FLSA status, comparability with other positions and internal position equity. Positions that affect funding will be forwarded to the budget office for approval. Findings of the review will be communicated with the requestor and Vice President/Campus President. A final recommendation as supported by the Division of Human Resources and Equity will be forwarded to the Senior Vice President for Administrative Services, President, and Board of Trustees for approval.

**Reconsideration and Process:** Reconsideration of a classification decision must be forwarded through the appropriate supervisory levels including the vice president/campus president. Within 30 calendar days of receipt of the initial notification of determination, the Vice President/Campus President, may submit The Reconsideration Form and supporting documentation through the Reconsideration Advisory Committee Process. The Division of Human Resources and Equity will consider the facts presented in the Reconsideration Request and make a decision in conjunction with the recommendation and facts presented

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| <b>Recommending Officer’s Signature:</b> | <b>Date:</b><br>00/00/00 | <b>President’s Signature:</b><br> | <b>Date:</b><br>00/00/00 |
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by the Reconsideration Advisory Committee. Upon review of all information, he/she will issue a decision which may be subject to final approval by the President and Board of Trustees.

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| <b>Recommending Officer's<br/>Signature:</b> | <b>Date:</b><br>00/00/00 | <b>President's Signature:</b><br><i>J. David Anthony Jr.</i> | <b>Date:</b><br>00/00/00 |
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