



SAN DIEGO STATE  
UNIVERSITY

POSITION CLASSIFICATION REVIEW PROCEDURES

The SDSU Classification Review program is designed to ensure that the skill level required and the responsibilities assigned to employees are accurately reflected in position descriptions and that positions are appropriately classified in accordance with the Classification and Qualification Standards issued by the Trustees of The California State University (CSU) as implemented at San Diego State University.

Where the provisions of this policy and procedures are in conflict with a Collective Bargaining Agreement reached pursuant to Chapter 12, (commencing with section 3560) of Division 4 of title I of the Government Code, the Collective Bargaining Agreement shall take precedence.

**Classification and/or skill level reviews are normally conducted in response to:**

- A change in skill level requirements or position responsibilities
- A reorganization
- A structural change, or
- The establishment of a new position

**Requests to review a classification and/or skill level of a position may be initiated by either a manager or an employee.**

- A request initiated by an employee should be made to the immediate non-bargaining unit supervisor who should forward the request to the Center for Human Resources (CHR) in a timely manner.
- Should the appropriate administrator not forward the request to CHR within 30 days, the employee may file the request directly with CHR.
- Departments/employees submitting requests for review should check with the appropriate Vice President's Office for guidance on lead time needed for its review and verification of funding, position and organizational information.

**Classification and/or skill level review requests must include:**

- Current official position descriptions and organization charts.
  - Organization charts must be dated and signed by the appropriate administrator, Dean/Director and Vice President or his/her designee.
  - These signatures are to verify the accuracy and completeness of the information and do not infer approval of a reclassification request.
- The request for review should identify changes that have taken place since the position was last reviewed or its incumbent appointed.

- Requests for classification and/or skill level review will not be considered without appropriate signatures verifying the accuracy of the position description(s) and organization chart(s).
- Employees needing procedural assistance should contact an employment manager in CHR.
- Receipt of the above documents will be acknowledged in writing by CHR.

### **CLASSIFICATION REVIEW PROCESS**

The classification review process may include one or more of the following:

- Analysis of materials associated with the position including the position description and statement of changes in responsibilities and skill levels.
- Interviews with incumbent(s), supervisor(s), and/or manager(s) individually or in groups.
- Comparison with other positions on- and/or off-campus for similarities and differences in skill level, difficulty, responsibility and qualification requirements.
- Determination of the appropriate classification is based on the skills required to perform the job and the nature of work assigned. Factors for consideration may include, but are not limited to, the following: nature and complexity of work, scope and impact, independence and autonomy, accountability for others decision-making authority, judgment and complexity.

### **Notification Process and Effective Dates**

- The employees shall be notified in writing of the classification and/or skill level review decision and the reason(s) for the decision within 180 days after initiation of the request.
- If a higher classification or skill level is granted, normally the employee will receive the appropriate compensation of the higher classification or skill level retroactive to the first day of the pay period following the date the request was received in CHR office.
- Funding for reclassifications and/or higher skill levels shall be borne by the department in which the position resides.

### **Appeals of Classification and/or Skill Level Decisions**

The following classification appeal procedures have been adopted for campus-wide application and are consistent with the Memoranda of Agreements currently in effect.

- An employee may appeal a classification and/or skill level review decision no later than 30 days after receiving notification of the decision.
- Appeals shall be filed with the Director of CHR and shall include a detailed statement by the employee indicating his/her reasons for disagreement with the classification review decision.
- The employee shall provide a copy of the appeal to the appropriate administrator to whom he/she directly reports.

- An employment manager in CHR, other than the one arriving at the decision being appealed, will conduct a meeting with the employee no later than 30 days after the filing of the appeal.
- The employment manager will examine and analyze pertinent information available and seek additional clarification as needed from any source, which may include appropriate administrators, supervisors and employees.
- All pertinent, available information reported will be analyzed by CHR classification analysts and/or managers.
- The final determinations shall be communicated in writing to the appellant no later than 30 days after the meeting with the employee.
- The decision communicated in such a response shall be final.

In addition to the campus-wide appeal process, employees represented by Academic Professionals of California (APC) may also exercise the rights outlined in Article 13.12 of the APC Collective Bargaining Agreement.

- APC may request a classification review in accordance with the campus procedure if the Union believes employee(s) are misclassified.

If at the completion of the campus classification review procedure the parties are in disagreement as to the appropriate classification, the party who requested the original review may appeal the classification decision to the APC/CSU Classification Appeal Committee.

Changes resulting from an appeal will normally be retroactive to the date the original classification decision would have been effective, had that decision been the same as the one resulting from the appeal process.