A. Delegation of Classification Authority and Overall Policy

The responsibility for conducting classification reviews and establishing classification decisions has been delegated to the Director of Human Resources and further assigned to the Program manager in Employment Services. It is University policy to strive to ensure that duties and responsibilities assigned to staff in units 1, 2, 4, 5, 6, 7, 8, 9 are assigned the appropriate classification and skill level in accordance with the Classification and Qualification Standards issued by the CSU Trustees.

It is the responsibility of individual campuses to also consider the internal campus alignment or skill level when making a classification decision. (Such an effort will help to ensure internal consistency across campus.) Once assigned a classification level, the position will be so identified until significant changes occur in the responsibility and complexity level.

Position classification/skill level determination is a management function and is neither grievable nor negotiable. Agreement by the program manager to perform a review does not guarantee a subsequent future reclassification of the position.