D. Documents Required:
1. An original of the "new" job description and Request for Job Review form, signed by the employee, supervisor and appropriate administrator. In signing the job description, the employee acknowledges that they understand management has the right to establish the work assignments. The appropriate Vice President or Dean must also counter sign the Request for Job Review signifying concurrence with the accuracy of the job description contents. Both forms may be obtained from Employment Services or downloaded from the HR Forms web page. (www.csufresno.edu/humres/classification/forms.html)

2. A current Position Description, prepared by the appropriate administrator.

3. One copy of an up-to-date department organization chart showing incumbents’ names, payroll titles and reporting relationships.

4. Upon receipt of all materials, each position will be reviewed against the appropriate classification standard. It will then be determined if the position is appropriately classified as is or if it warrants further classification or skill level review.

5. The classification review may include an interview with the employee, supervisor and other appropriate administrator(s) or departmental personnel. This is in addition to the analysis of the job description(s), questionnaire, Job Standard(s), and other factual information. Internal campus position alignment is an important consideration in classification and skill leveling determination.

6. The program manager (Employment Services) will formulate a classification or skill level conclusion and present its findings to the appropriate administrator. The classification decision will be reviewed with the appropriate Vice President and appropriate administrator prior to officially communicating the decision to the employee.