G. Management’s Role in the Classification Process
HEERA designated managers and supervisors retain the right to assign duties. Consequently, it is essential that managers periodically review job descriptions for their area to ensure that the job descriptions describe the duties as assigned. For jobs which will undergo a classification review, all levels of management should carefully review the job descriptions submitted for their signature to ensure the duties stated are agreed upon by all levels of supervision/management and meet the goals of the organization. Inaccurate job descriptions should be revised. Refer to the Position Description Guide for additional information and guidance.

A position should only be submitted for review by Employment Services when the incumbent is fully performing all assigned duties. Managers should not withhold duties pending a classification or skill-level review nor submit a position for review before the incumbent is fully functioning in the new set of duties.

After a review, the program manager will brief the Dean or Director as to the appropriate FLSA designation and classification. If a higher classification or skill level is the result, the Dean or Director has the option to remove certain assigned duties to ensure that the position remains within the existing classification. In this instance, the immediate supervisor has the responsibility for restructuring the assigned duties in consultation with the program manager or Employment Services representative.

The classification and/or skill level is then reviewed with the appropriate Vice President, after which the final classification decision is officially communicated to the appropriate administrator, who in turn informs the incumbent.

Managers should be careful that their requests for reclassification are not viewed as a "promise" to an employee regarding reclassification since that decision making process has been delegated to Employment Services. Further, submission of a position for review based on any reason other than increased responsibility or skill level changes is not valid and not subject to the classification review process. That is, indicating that an employee has an excellent performance rating or is at the top of the salary range is not relevant to the classification/skill level decision process.