I Purpose and Program Definition

These guidelines are provided to assist and inform managers and collective bargaining employees alike. However, they apply only to collective bargaining positions and not to those classified in the Management Personnel Program.

Classification is the organizing of positions into groups (or classes) on the basis of similar duties, responsibilities and qualification requirements. A class is a specific group of occupational positions, which are similar in duties and responsibilities so as to justify common treatment in compensation, qualification requirements and other employment policies and procedures.

Classification decisions are not based on the volume of work or quality of performance. Such determinations are based on the scope and complexity of work performed. A position, vacant or occupied, is characterized by certain duties and responsibilities that determine its classification title in accordance with class specifications approved by the Trustees of The California State University. An incumbent employee does not by virtue of experience, education, length of service, loyalty or seniority determine the classification title. It is the position, not the employee, which is classified.

Classification is determined solely by the duties and responsibilities assigned or delegated to the position. A classification title is a definite, descriptive designation of an employee's position. A class specification (class standard) is a written description of class duties and responsibilities of a position and the qualification requirements demanded of position incumbents. Classification standards are available for review in the Employment and Recruitment Office, in the Government Publications Department of the Henry Madden Library, and on the Web at www.calstate.edu/HRAdm/classstandards.shtml.

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