H. Types of Classification Reviews

There are four (4) ways by which a classification review can be requested or initiated:

1. An appropriate administrator may request a review based on changes in duty assignments and/or skill level, which are believed to impact the current classification. This may be accomplished through memorandum initiated by Management. An updated Position Description must accompany the memorandum.

2. An employee may initiate a request for review under the terms of the CSEA Collective Bargaining Agreement. To achieve campus conformity and fairness, employees in bargaining units 1, 4, 6, and 8 may also request a reclassification review using the same procedures as those for CSEA units. (See Employee-Initiated Reclassification Requests.)

3. Employment Services may initiate a position review for the following reasons:
   a. As part of a planned campus classification review program
   b. As a result of the need for conducting an "impact analysis" to gain understanding of one position’s effect and interrelationship with another position
   c. As part of a regular review of duties assigned to new or vacant positions

4. The Chancellor’s Office periodically issues new Classification and Qualification Standards or series. This requires a broad review of impacted campus positions within timeframes mandated by the Chancellor’s Office.

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