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Personnel Policies for Staff Members

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Compensation

36. Classification of Positions

December 1, 2005

A. POLICY

Positions are established and classified based on the level and scope of assigned duties and responsibilities as documented in approved job descriptions. Positions with similar duties and responsibilities are grouped together in the same job series. As duties and responsibilities undergo significant changes, positions may be reviewed for reclassification. Local procedures provide further guidance regarding use of classifications and titles.

B. CLASSIFICATION REVIEW

In addition to requests for classification review by departments, and in accordance with local procedures, employees may request that their assigned duties and responsibilities be reviewed for appropriate classification level.

36. Classification of Positions – Universitywide Procedures

December 1, 2005

Local procedures shall be implemented in accordance with the following Universitywide Procedures

A. POLICY

Positions are established and classified based on the level and scope of assigned duties and responsibilities. The classification process is designed to ensure that positions are appropriately classified and that the required skill level and assigned responsibilities of the position are accurately reflected in the position descriptions.

Positions with similar duties and responsibilities are grouped together in the same job series. When duties and responsibilities undergo significant changes, positions may be reviewed for reclassification. Local procedures provide further

guidance regarding use of classifications and titles.

B. CLASSIFICATION REVIEW

Departments may submit a request for classification review for employees whose duties and responsibilities have undergone significant changes. Employees also may request that their assigned duties and responsibilities be reviewed for appropriate classification level, in accordance with local procedures.

Changes in the following factors may indicate a need for a classification review:

- ⌘ Position duties
- ⌘ Essential functions
- ⌘ Level of complexity and responsibility of duties
- ⌘ Nature of contacts with others
- ⌘ Organizational impact of the position
- ⌘ Level of supervision received and/or exercised
- ⌘ Knowledge, skills, and abilities required to successfully perform in the position
- ⌘ Special requirements (e.g. changes in required licenses, certificates, or credentials)

Local procedures specify the documentation and approvals necessary for submission of a request for classification review.

These materials are forwarded to the department that conducts classification reviews (e.g. Compensation Services, Compensation Unit, Compensation and Classification) and are processed and reviewed in accordance with local procedures. The department and the employee are notified of the outcome.

In accordance with PPSM 70.A (Complaint Resolution-General) a request for review of a decision on the classification of a position is not covered by the Complaint Resolution Policy. Local procedures may specify a process for reviewing classification decisions.

Applicability: All Staff Members

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