



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Classification</b>	
Department: <b>Staff Human Resources</b>	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>November 1993</b>
References: <b>CSU Classification Standards</b>	Revision Date: <b>March 2007</b>
Web Links: <b>CSU Classification Standards</b> <b>Collective Bargaining Agreements</b>	Expiration Date: <b>NA</b>

The primary objective of position classification is to define and describe accurately the current duties and responsibilities of positions for purposes of determining proper compensation and administering various personnel programs and policies.

Classification is based upon the objective elements of a position and does not consider the status of incumbent, information relative to the employee's length of service; time spent at the maximum salary of the position, or the quality of his/her performance in determining the appropriate classification of a position. Factors that are considered include such elements as the nature, scope, and level of the duties and responsibilities; the relationship of the position to other positions in the department, campus or CSU system; supervision given or received; and exercise of independent judgment.

To ensure that all position descriptions for staff and management are current and accurate, a three-year classification review cycle has been established. This review process enables the Staff Human Resources to review each position at least once every three years.

It is recognized that in some circumstances, a classification review of a particular position may be necessary prior to the regularly scheduled review. Therefore, provisions are included for management and employee-requested reviews outside the normal classification review cycle. Staff Human Resources may initiate additional reviews as a result of new or revised CSU classification or qualification standards, or upon initiation of recruitment action. All position descriptions shall be submitted on the established "Position Description Form".

## CLASSIFICATION REVIEW PROCESS

The classification review process is as follows:

- 1. Notification of Review:** Staff Human Resources shall notify the appropriate Administrative Services Managers of the classification review schedule prior to July 1, each fiscal year.
- 2. Employee Position Descriptions:** The Administrative Services Manager shall submit current position descriptions with appropriate signatures and organizational charts for all bargaining unit employees in their department, college or division to Staff Human Resources. Staff Human Resources will review the position descriptions submitted and may perform an on-site "desk audit" when additional information or clarifying data is required.
- 3. Employee Position Review:** The employee position review process will include an analysis of the written description by the assigned Classifier; an on-site audit of the employee's position, when necessary; and a classification conference with the appropriate administrator.

Following completion of review, the Classifier will meet with the appropriate administrator and Administrative Services Manager to discuss the findings of the review. If a position justifies reclassification and is supported by the appropriate administrator, reclassification documents will be processed by Staff Human Resources.

If the reclassification is not supported, the duties and the responsibilities of the position will be adjusted.



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4. **Notification and Effective Dates:** Staff Human Resources will notify employees of a classification decision, in writing, following completion of the classification review. Reclassifications, if any, shall be effective the first day of the pay period following the date the request is received by Staff Human Resources.

### HEERA MANAGEMENT REQUESTED REVIEWS

Appropriate HEERA managers may, through division executives, request a classification review of positions in their department, college or division prior to the regularly scheduled classification review when:

1. A **substantial** change has been made in the duties and responsibilities of a vacant or occupied position as a result of an organizational change in the department, college or division, or the introduction of new or revised technology.
2. A new position has been established and is authorized for recruitment. For such classification reviews, the appropriate administrator shall submit to Staff Human Resources a current position description, an organizational chart, and a written statement indicating the reason(s) for the requested review based upon the criteria noted above.

After the completion of a management requested classification review, Staff Human Resources will notify the appropriate administrator of the classification review decision. The effective date of reclassification shall be the first day of the pay period following the date the request is received by Staff Human Resources.

### EMPLOYEE REQUESTED REVIEWS

An employee may request a review of his/her position not less than twelve months following completion of the last classification review. Such requests shall be submitted to Staff Human Resources with a copy to the appropriate administrator. A copy of the employee's current position description with necessary signatures must be included with the request. Staff Human Resources shall review the request as previously outlined, and in accordance with various Memoranda of Understanding notify the employee of the classification decision not later than 180 days following receipt of the request.

### CLASSIFICATION REVIEW APPEAL

For employees in bargaining units 2, 5, 7 and 9, refer to the appropriate article in the Memoranda of Understanding.

An employee may appeal the decision of a classification review no later than 30 calendar days after such results have been provided to the employee. An appeal shall be filed with the Classifier in Staff Human Resources and shall include a statement indicating the reasons for disagreement with the classification review decision. A copy of this statement shall be provided by the employee to the appropriate administrator to whom he/she reports.

A Classifier who has not previously been involved in decisions concerning the case will meet with the employee to discuss the appeal. This meeting shall be held not later than 30 calendar days for CSUEU, and 21 days for Units 1, 4, 6, & 8, after the classification review appeal filing.

After the appeal meeting is conducted, the Classifier shall respond in writing to the employee not later than 30 calendar days for CSUEU, and 21 calendar days for Units 1, 4, 6, & 8. This response shall be final.

In those cases where the initial classification decision is reversed, the reclassification will be retroactive to the date the reclassification would have been effective had it been initially been reclassified.

**FORMS:** Position Description Form