

POLICY 001

CLASSIFICATION POLICY

1.0 Policy

All requests for the establishment of new positions or reclassifications of current positions are to be reviewed by the Personnel Officer for proper classification following the established procedure.

2.0 Purpose

The establishment of new positions occurs when the department or division identifies a need and the Board of Regents approves the position. Changes of duties and responsibilities occur with departmental reorganization, or as an employee becomes more experienced and takes on additional higher level, permanent assignments. Reclassification request are not to be used for rewarding an employee for their hard work. Therefore, there is a need to specify responsibilities and procedures for classifying new positions and reclassifying current positions

3.0 Application

This policy applies to all non-instructional positions.

4.0 Responsibilities

The President has the overall authority for implementing the Personnel Classification System.

The Personnel Officer implements and monitors the classification system. The office reviews new positions as well as jobs that have changed significantly for correct classification and provides information on how to write job descriptions.

The supervisor determines the duties and responsibilities of positions in their department and creates an accurate job description to help properly classify each position for purpose of recruiting, training, and evaluating.

The employee works with the supervisor in establishing the revised job description.

5.0 Procedure

a. The Job Description

For the creation of a new position the supervisor is to develop the job description. When the supervisor determines that there has been a substantial change in duties and responsibilities in a particular position, the employee or supervisor is to complete the job description. If the employee completes the job description, the supervisor, who is

responsible for determining the duties and responsibilities of the position, must validate it. The supervisor and department head must sign the job description before the supervisor submits the revised the job description and supporting documents.

i. How to write a job description.

A job description must be clear, concise, complete, and accurate. It must be organized to describe all the major duties and responsibilities. The employee and/or supervisor will complete the Job Description for (see attachment A). The following information shall be reported on the form:

- 1) The purpose of the position.
- 2) Major duties (at least 10% of the time over a specific time period: annually, monthly or weekly). Use the action verbs to describe duties (i.e. type, copy) avoid vague terms such as handle, assist etc.
- 3) Definition of the authority or responsibility to make decisions.
- 4) Description of the impact of the decisions made by the employee.
- 5) Description of supervisory responsibilities.
- 6) Description of assignments received (from whom and in what form) and what kinds of directions are given. Description of work done independently and work to be reviewed by the supervisor.

b. Supervisor Check List for Reclassification

The immediate supervisor or department head is to submit a supervisor's checklist (see attachment B) along with the job description. This form allows the supervisor to report significant changes to the position. This information is important for the reviewer to make a determination for reclassification. If the supervisor has a copy of the previous job description they should attach it to the new job description.

c. Organization

The supervisor or department head shall submit an organizational chart to reflect the department's structure and the position's relationship in the current organization. A formal organization chart is not required.

d. Cover Letter

The supervisor shall submit a cover letter indicating the request and referring to all attached documents for easy reference.

e. Approval Process

Once the Personnel Office receives the request the Personnel Officer will review the documents and make a determination. The Personnel Officer will communicate to the supervisor the findings and submit the recommendation to the President.

f. Effective Date

The effective date for an approved reclassification request is one month following receipt of the completed request in the Personnel Office. Employees reclassified are exempt from the probationary period.

g. Source

University of California, Berkly Campus