



## SACRAMENTO STATE

Classification & Compensation

### *Classification Requests – Service Levels*

Additional information regarding the processes outlined below, including the most up to date templates, can be found on our [website](#).

Request Type	C&C Review Service Level*	Additional Information
Recruitment		Service Levels may vary based on complexity of changes/updates to the Position Description  Incomplete requests or requests submitted on the incorrect template <u>will be returned</u> and may result in significant delays to the Classification and Compensation review process. **
<ul style="list-style-type: none"><li>• New position</li><li>• Backfill/Replacement</li></ul>	16 business days	
Temporary Appointment		
<ul style="list-style-type: none"><li>• Emergency Hire</li></ul>	10 business days	
<ul style="list-style-type: none"><li>• Retired Annuitant</li></ul>	10 business days	
<ul style="list-style-type: none"><li>• Special Consultant</li></ul>	10 business days	
<ul style="list-style-type: none"><li>• Casual Worker/Helper Aide</li></ul>	10 business days	
<ul style="list-style-type: none"><li>• Independent Contractor Review</li></ul>	10 business days	
<ul style="list-style-type: none"><li>• Interim MPP Appointment</li></ul>	10 business days	
Existing Employees (Filled positions)		
<ul style="list-style-type: none"><li>• PD Update</li></ul>	16 business days	
<ul style="list-style-type: none"><li>• Reassignment (Temp and Perm)</li></ul>	10 business days	
<ul style="list-style-type: none"><li>• Classification Reviews</li></ul>	120 days	
<ul style="list-style-type: none"><li>• Working Title Review</li></ul>	10 business days	

*\*Service Levels are standardized goals for the C&C Department, timelines outlined in the Collective Bargaining Agreements supersede.*

*\*\*Templates and additional process information can be found on our [website](#).*