

# Classification Review Request

## *Management-Initiated*

An Appropriate Administrator (MPP) may request a review based on changes in duty assignments, and/or skill level which Management believes may impact the current classification level. Administrators may submit reviews at any time; however, requests will be reviewed on a first-come-first-serve basis.

*Note: For Program Center budget planning, management-initiated review requests that are received in Human Resources in May and June may not be completed by the end of the fiscal year, depending on workload.*

## Procedures

1. Each position recommended for classification/skill level review should first be approved by the appropriate Program Center Manager or Dean. Once completed, review request materials are approved and the Program Center Manager or Dean will forward the request package to the appropriate Vice President's Office.

**REQUIRED DOCUMENTS:** All of the documents listed below are required at the time of submission. Incomplete packets will be returned to the initiating party.

- One (1) copy of the "old" (former) position description.
  - Final draft of the "new" position description, in Microsoft Word format
  - One (1) copy of an up-to-date department organization chart showing incumbents' names, classifications, working titles and reporting relationships.
  - A memorandum that explains why the request is being submitted.
    - Include a signature line for the Vice President, acknowledging submission
2. The Vice President will review the request and forward it to the Office of Human Resources.

*Note: Any positions submitted to the Office of Human Resources without first going through the appropriate Vice President's Office, will be returned to the initiating department for proper submission process.*

3. Office of Human Resources, Classification & Compensation will initiate a review.

Reviews may include an interview with the employee, supervisor and other Appropriate Administrator(s) and/or a desk audit. This is in addition to the analysis of the position description(s), the Classification and Qualification Standard(s), and other factual information. Internal campus position alignment is an important consideration in classification/skill level determination.

*Note: Reviews will be performed on a first-come-first-serve basis. The date a complete classification review request is received in Human Resources, as well as the workload within Classification & Compensation, will determine actual review dates.*

4. The Office of Human Resources will reach a classification/skill level decision and send a Results Memo to the appropriate administrator and/or department chair, with a copy to the division's Vice President/Provost. Should the decision result in a reclassification, the Results Memo will include specific directions to complete the reclassification process.

The Office of Human Resources will separately provide a Notice Memo and approved position description to the employee, with a copy to the appropriate administrator and/or department chair and division's Vice President/Provost. The position description must be signed in accordance with campus procedures and forwarded to Classification & Compensation (ZIP 6032) or via e-mail to [classandcomprequests@csus.edu](mailto:classandcomprequests@csus.edu), for proper filing.

*Note: The employee may appeal the classification decision, in accordance with the applicable Collective Bargaining Agreement.*

5. Occasionally, a management-initiated review is postponed for appropriate reasons, such as an employee on leave or a pending reorganization, which may impact the effective date.

For more information on the Classification & Compensation program (information, policy and procedures), please refer to our [website](#).

Employees who seek initiate a review request, should refer to the [Employee-Initiated Classification Review Procedures](#) and submit to their Supervisor/Appropriate Administrator for review and submission to the Office of Human Resources.