

## **CMA CLASSIFICATION REVIEW PROCEDURES**

### **Classification Review**

An employee may initiate a request for a classification review through his/her immediate non-bargaining unit supervisor. Requests shall include a copy of the “old” (former) position description and the “new” position description signed and dated by the employee, supervisor, and appropriate administrator, and a departmental organization chart which shows each incumbents’ name and classification. It is the responsibility of the supervisor to ensure that the position description accurately describes assigned duties. It should reflect current duties and not future or past assignments. There should be sufficient content to support an evaluation of the job, and these changes must be documented in Section IV – “Major Changes” on the position description form. The signatures confirm that the incumbent performs the assigned duties.

Normally, a Human Resource Analyst (from CMA or another campus) will review the assigned duties to identify and clarify the factors that will determine the appropriate classification. Such review will normally include an audit and interviews with the supervisor, incumbent, and/or others with knowledge of the functions. The review will typically also include internal and external comparisons. The potential impact of the position under review on other positions shall be determined before finalizing the classification review. Occasionally, an off-campus functional area specialist may conduct or contribute to the review process as well.

The Analyst will prepare a written analysis of the review in relation to all appropriate classification and qualification standards that should reasonably be considered for the position. Such analysis will lead to a recommended classification and will include the rationale for the recommendation.

The Director of Human Resources will review the analysis, consider the recommendation, and make a final determination. The Director will inform the supervisor of the findings of the classification review. If the recommendation is for reclassification, the department will submit a Request for Personnel Action (RPA) with appropriate approvals to initiate the reclassification.

If the RPA is approved, Human Resources will prepare a letter to the incumbent, citing the new class title, salary rate, effective date, and employment status. The effective date of the reclassification will normally be the first day of the pay period following receipt of request for the reclassification review.

### **Employee Working Below the Current Classification Level – Red Circle**

If the review process reveals the duties assigned to a position are below the current classification, the Human Resources Office, at the department’s request, may make suggestions as to the means for strengthening the position. Should this not be possible, a recommendation to “red-circle” the employee’s salary at its current level will be made to the President in accordance with the applicable MOU and Chancellor’s Office policy. A red-circle rate is a salary rate frozen above the maximum step of the salary range for a class and is applied concurrently with the downgrading of a position to a lower classification and salary range. An incumbent is not eligible for further salary increases such as PSI’s, general salary increases, etc., until the

maximum salary step of the lower class equals or exceeds the red-circle rate or five years, whichever occurs first. Recommendations to red-circle a position are made reluctantly, as a last resort. If possible, the preference is to strengthen the duties and responsibilities so the classification level can be maintained.

#### Classification Appeal

An employee may appeal a classification decision by following the procedures outlined in their collective bargaining agreement.

#### General Information

Collective bargaining agreements for certain units require that classification review be completed within 180 days after the request is submitted. A request is considered as received in the Human Resources Office when all the required documentation and signatures have been submitted. In the event that a reclassification is denied, the employee must follow the timeframes outlined in their CBA for submitting a subsequent request. If no time frame is mentioned, employees may not resubmit a request for two years following the previous denial date.