

# **CLASSIFICATION/RECLASSIFICATION PROCEDURE CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**

## **REQUESTS FOR CLASSIFICATION REVIEWS**

Requests to review the classification of positions may be initiated by the manager with responsibility for the positions or by incumbents of positions and should be addressed to the Office of Human Resources.

Classification review requests must include current job descriptions and organization charts. Job descriptions will be dated and signed by the incumbent employee, his/her supervisor, the Dean/Department Head and the appropriate Cabinet Officer. Signatures are to verify accuracy and completeness of the description. Organization charts must be dated and signed by the appropriate administrator.

Desk audit/reviews with the incumbents and discussions with the supervisors/managers and others will be scheduled as necessary.

## **RESPONSE TIME AND FREQUENCY OF REQUESTS**

Classification review requests should be forwarded to the Office of Human Resources after verification of the accuracy and completeness of the position description. The requested classification review shall be completed no later than 180 days after the request reaches the Human Resources Office. Employees shall not submit any subsequent request for at least 12 months after completion of a previous classification review. Administrator initiated requests will be reviewed within this 12-month period if significant organizational changes affecting such positions are documented.

## **RECLASSIFICATION ANALYSIS - SUPERVISOR SUPPLEMENTAL QUESTIONNAIRE**

The appropriate supervisor must complete the Reclassification Analysis – Supervisor Supplemental Questionnaire available on the HR forms website at the following link:

<http://www.csub.edu/BAS/hr/documents/CSUBSupervisorReclassQue.pdf>

This document provides additional information for consideration regarding the reclassification request.

## **APPEALS OF CLASSIFICATION DECISIONS**

CSUB has available classification appeal procedures consistent with the Memoranda of Agreement currently in effect. The Classification Appeal Form is available on HR forms website at the following link:

<http://www.csub.edu/BAS/hr/documents/CLASSIFICATIONAPPEALFORM.pdf>

Please see individual contracts or contact the Human Resources Office for details.