

Strictly Classified



An Informational Bulletin Published by the Personnel Commission

THE RECLASSIFICATION STUDY PROCESS

One of the ways that the Personnel Commission serves the classified employees of the District is by assuring that their positions are correctly classified. This is accomplished by conducting reclassification studies. A study should be initiated whenever there is concern that an employee is being asked to perform work that falls outside of their job classification on a permanent basis. A study can be initiated by the administration, an employee, or a bargaining unit representative using a [Classified Staffing Request form \(C1121\)](#). This form is available in the Personnel Office at each of the colleges and District Office as well as on the [Personnel Commission website](#).

The following information will assist you in understanding the process.

How Is It Done?

The first step is to conduct a job audit. During this interview with the employee, an analyst gathers information regarding the duties and responsibilities that have been assigned, the steps involved in performing the duties, and other related information regarding the employee's particular working environment. Following the interview with the employee, the analyst will also meet with the employee's supervisor to review the duties and responsibilities described and to seek additional information regarding the position from the supervisory perspective. Since the information gathered in this process will be the basis upon which the position will be evaluated and allocated to the job classification, it is important that the employee be prepared. The following information is being provided to assist you.

The Job Audit

During the audit, the analyst will ask a number of questions to assist them in identifying the type and level of work you perform. The following is a sampling of typical questions asked during a job audit. This list is not comprehensive; the questions you will be asked will vary somewhat based on the type of work you do and the responses you give during the course of the interview. There is no need to prepare any written responses in advance. We prefer to talk through the questions. You may however, wish to make notes for your own use to assure that you share all pertinent information with the analyst.

Sample Inquiries

- Describe each duty you perform and estimate the percentage of time spent on each duty.
- Describe the workflow associated with each duty, i.e., How do you receive the assignment?; What has been done with it previously?; What do you do with it?; How do you do it?; How long does it take?; What form is it in when you are finished?; What happens to it after that?
- Do you have responsibility over money, securities, or other things of special value?
- Who do you have contact with while performing your duties?; What is the purpose of the contact?
- Who is your supervisor?
- How would you describe the level of supervision exercised over your work?
- Do you assign work to others?

- Do you review the work of others? If yes, what is the nature of your review?
- Do you formally evaluate the work of others?
- Do you have the authority to countermand, or change the results of another's work?
- Do you use a computer? What types of applications do you use?
- Do you operate any equipment?
- Do you have responsibility for the safety of others?
- How long did it take you to attain reasonable proficiency in performing a particular task?; in your overall job?
- What resource information, i.e. policies, procedures, guidelines, rules, and/or regulations, are available to help you with an assignment or task?
- How did you learn how to do the job?
- Did you have any prior formal education or training that has helped you on the job?
- Is there a certification or license required to perform any aspect of the job?

Remember that in order to evaluate your position correctly, we must have precise information. You should be prepared to describe each duty you perform in detail. For example, broad descriptions of the functions of the office, what "we" do in the office, or the fact that you help, assist, or participate in doing a function does not give us a clear picture of what you do.

To put your position into context, it may be necessary to ask questions regarding the work done by others in your unit. Knowing who people are and what their job classification is will be helpful to us.

As a general rule, exceptional, emergency or incidental assignments will not be considered in classifying your position. Duties and responsibilities you have had in the past will also not be considered in classifying your position. The duties you are performing currently will be the controlling factor.

Practical Matters

- The typical job audit will last between one and two hours. The interview with your supervisor will typically last approximately 30 minutes.
- Most of our job audits are now conducted virtually. It is best that the interview be conducted at your workstation so that you have information that the analyst may ask to see readily available. Seeing you at your workstation will also give the analyst a feel for your work environment. However, if the nature of your work location is not conducive to conducting an interview, or you are personally uncomfortable being interviewed at your workstation, you should feel free to arrange for another interview location.
- The analyst will ask to see work samples. If possible, you should have electronic copies on hand that you can send to the analyst for later reference.
- If you have any questions or need to change the audit appointment for any reason, you should contact the analyst assigned to your study directly.

The Approval Process

Following the job audit, the analyst will evaluate the data collected and prepare a report to the Personnel Commission. The report will include a recommendation indicating what job classification the duties being performed appropriately fall within and a discussion of the bases for that recommendation. The effective date of a reclassification study is based on the initiation date of the Classified Staffing Request or other document that may have been used to initiate the study. We do not reclassify positions retroactively. Prior to the Personnel Commission meeting, the employee, supervisor, college administration, and bargaining unit representative will receive a copy of the report. There may be a period of time where all parties will consult on the report to ensure understanding of the recommendations and to work out any differences that may exist. An invitation to attend the meeting where the report will be discussed is extended to all parties. If the employee wishes to submit any additional information for consideration by the Personnel Commission staff, it must be submitted one week in advance of the meeting. Following action by the Personnel Commission, a report to the Board of Trustees will be prepared and placed on the Board agenda for ratification, if a change in classification has been recommended.

A Final Note

At this point, this may all seem a bit overwhelming. This is only because you may have never been through the process before. The analyst will do everything possible to make the process comfortable for you and assure that the information needed to thoroughly evaluate your job is attained.