

Position Reclassification

Purpose/Overview

To adjust the grade level assigned to a position due to a change in the essential responsibilities and duties the position needs to carry out or perform.

Definitions

Grade level: regular staff positions of the College are categorized into grades according to the level of knowledge, supervisory responsibility, operational responsibility and ingenuity necessary to perform the essential duties. The grading system used by the College was developed and is used by all The Claremont Colleges.

Job analysis: the job description is reviewed and evaluated on the basis of the required knowledge, supervisory responsibility, operational responsibility, ingenuity, skills and abilities.

Regular staff positions: all positions with the exception of faculty, temporary or student positions.

Essential duties and responsibilities: the tasks and responsibilities that are the reason that the position exists, for which there is no one else or few people who can perform it without detriment to the operations of the department or College.

Procedure/Policy

A request for an analysis for possible position reclassification will be submitted to the Human Resources Office in writing by the Vice President who oversees the area in which the position exists.

The position analysis may be initiated by the Human Resources Office, the area Vice President, the supervisor, or the employee. Analysis requests not initiated by Human Resources must be forwarded to the requester's supervisor.

Request Process

The reclassification request may be initiated at any of the stages below:

1. The employee discusses a change in duties and responsibilities with their supervisor to determine if there are sufficient grounds for a possible reclassification.

2. The supervisor determines that there are sufficient changes to a current position's essential responsibilities and duties to request a position analysis.
 - a. The supervisor submits a request for a position analysis for possible reclassification to their Vice President which outlines the changes and the reason for the reclassification.
3. The Vice President determines that there are sufficient changes to a current position's essential responsibilities and duties to request a position analysis.
 - a. The Vice President submits a request for a position analysis for possible reclassification to the Director of Human Resources.

Position Analysis

The Director of Human Resources performs a thorough analysis of the changes in the essential responsibilities and duties of the position to determine if there is a need to change the grade level at which the position will be classified.

Responsibility

It is the responsibility of the Director of Human Resources to review and classify a job description. Reclassifications must not be implemented without prior approval from Human Resources and the corresponding Department Head and area Vice President.

Attachments

None.