

## **Reclassification**

All positions have been classified through a process of analysis of the specific duties performed. This process results in a written position description which lists the duties requested for each class of work. It also makes possible the assignment of a position title for the job and furnishes a basis for comparing the position with other jobs in the district. If the duties of the position change significantly, the job may be reexamined to determine whether it should be given another title or a different placement in the salary structure. The reclassification of employees to a higher position may be made by the Superintendent's Cabinet if, in their judgment, 1) the responsibilities of the position held by an employee are sufficiently above that of other employees in like positions to warrant reclassification, and 2) the responsibilities need to be added as a result of reorganization in which case the supervisor should initiate immediate request for reclassification.

The following procedure shall be followed when considering a classified position for reclassification:

1. The request for reclassification may be initiated by the administrative supervisor and/or in the White Collar and Food Service Units by the employee. The supervisor and/or the employee would be responsible for justifying the reason for the request by very carefully delineating the changes that have taken place in the position, thus supporting the proposed reclassification. The supportive information should be carefully and objectively listed (for example: changes 1, 2, 3, etc., have taken place which resulted in this position being substantially changed or made more responsible.)
2. The request should then be directed by the administrative supervisor through his/her administrative head or division head. Each administrator should evaluate the request, indicate approval or disapproval with the appropriate comments and forward to the next level. Whether the request was denied or approved, it would then be forwarded to the Division of Human Resources.
3. Upon receipt of the signed request from the division head, the Division of Human Resources will evaluate the recommendation on the basis of information provided in the request and, in addition, contact the administrator who initiated the request for additional information as necessary. The Division of Human Resources is responsible for researching the request in depth, including a desk audit of the position, if necessary. The Division of Human Resources will then make a recommendation and forward the request and recommendation to the Superintendent's Cabinet.
4. Human Resources service shall provide backup data, as required, and shall make a recommendation for action on each request. The Cabinet will approve or reject each request.
5. All reclassifications will be submitted to the Governing Board for ratification.
6. Whenever an employee is reclassified, he/she shall retain whatever service steps earned in his/her former classification. However, in no instance, shall the increase result in more than a 5% upward adjustment above the existing position. If a recommendation is made that would result in an adjustment of more than 5%, the position would be treated as a vacancy and announced to all employees.
7. The Division of Human Resources will notify the reclassification request originator of the approval/disapproval of the request.

approved: August 24, 1995 Fresno, California

reviewed: April 25, 2001