

Guide to Completing the Position Reclassification Review Request

Introduction

The purpose of the Position Reclassification Review Request is to collect information necessary to understand your position, compare it to existing job positions and to determine the proper classification for your position.

Completion of the Position Reclassification Review Request will be done outside of your working day, with the exception of jotting down thoughts and observations as mentioned below, (you will not be paid extra hours for completion of the request).

This guide has been designed to assist you with completing the Position Reclassification Review Request form. After you have completed the form, submit it, (and any attachments), to your supervisor. The total packet, (form and attachments), should be no more than ten pages. The **earliest that** you can submit the form to your supervisor is **November 1st**; the **latest** that you can submit it to your supervisor is **January 16th**.

Your supervisor will review and complete the “Supervisor Review” section, sign the form and submit it to Human Resources within 15 calendar days of receipt, but no later than February 1st.

Submitting information that is as clear and complete as possible will help the Association/District Reclassification Committee when they review your reclassification request. Leaving any requested information out may result in a delay of your review.

For additional information on the Reclassification process, see Section 18.9 of the Association collective bargaining agreement.

Suggested Approach to Completing Your Position Reclassification Review Request

It is suggested that you review:

- The Position Reclassification Review Request form and this guide to familiarize yourself with the information that you will need to convey.
- Current, official job descriptions, including the job description for your own position, which the Association/District Reclassification Committee will use to evaluate your request and to determine the appropriate classification for your position. Current, official job descriptions are available on the District’s website, from the Human Resources Department, or from the Association President.
- Information about your position and duties that may be on file with your supervisor or in your personnel file, and/or information related to your performance evaluations. These sources are often good places to start your description of your job duties.

You may find it helpful to spend a small amount of time every day over several days or a couple of weeks to gather ideas and information that you can use to complete your Position Reclassification Review Request. Take time at the outset to formulate some ideas. Then, as new thoughts and observations come to you each day, write them down. Your daily notes may help you to add items you had not thought of initially or revise those that you had originally listed but later found to be different, (e.g. percentage of time spent on an activity was really more than first recorded). Once you feel that you have enough information to create a clear and concise description of your position, finalize the form.

Position Reclassification Review Request Instructions

Each section below corresponds to the sections on the Position Review Request form.

1. Main Job Duties

Describe the main job duties, (those which take at least 5% of your work week to perform), assigned to your position beginning with the tasks that are most important or require the most responsibility. Try to group similar tasks together into major duties and, for each major duty, estimate the percent of time, (on a weekly basis), that you devote to the task. If a duty is not performed weekly but it is an important job duty that is assigned to you, please include information about this as well. Describe any responsibilities for determining methods of work, and innovative or creative responsibilities that are part of the job.

Breaking a complex assignment down into its individual elements will make your job responsibilities clearer. See the following examples:

Avoid job responsibility statements like:

- I am responsible for all of our department's budgets.

Instead describe tasks:

- I maintain our entire department's purchasing and payroll records for state funds, grants and contracts.
- I review all purchase requests for compliance with institution and funding agency policy. I review any questionable requests with the purchaser to ensure that all expenditures comply with applicable policies and regulations.

In the right hand columns indicate the **% of time** each duty requires. Place a check next to those duties that you believe fall **outside your current job classification and specify how long that you have performed these duties.**

2. Knowledge & Technical Skills

List examples of specific technical skills and knowledge that are needed in the position.

3. Problem Solving

Complete according to the instructions that are on the form.

Section A focuses on whether you must assess and integrate a number of variables when deciding how to proceed with a task or project, or how to handle a situation.

Section B focuses on whether, and to what extent, the job entails creative problem solving when deciding on a course of action, (as opposed to work where you follow set steps or processes). Section B also focuses on whether, and to what extent, there is autonomy allowing you to choose a course of action, (as opposed to needing to get approval).

Section C asks you to describe training and experience that guides you in doing the kinds of complex, creative, and independent problem solving that you described in Section B. You do not need to note general educational experience such as an associate or a bachelor's degree unless it is a job requirement for the position that you believe is the best match for the work that you perform. List any specific skills or competencies that are needed to perform your job.

Section D focuses on how much the position requires time management skills and being able to set and balance priorities.

4. Impact on the Organization

This section seeks information on the impact that the work done in your position has on the district as a whole, (i.e.,the organization).

Respond to the questions asked in Sections A through C, giving examples.

The last question helps the Reclassification Committee understand which position you believe better matches the work you do and why. To help you answer the last question, review the list of job titles on the District's website, which you will find under the Human Resources Department page. Think about which one seems to best match the work you do in your position. If it would help, review a copy of the current, official job description for other positions, which you can also get from the District's website.

Employee Review

Sign and date, indicating that the information you have provided is accurate and complete to the best of your knowledge and belief.

Supervisor Review

The supervisor should carefully review the information provided on the Position Review Request, fill out the supervisory review section, and ensure that the Position Reclassification Review Request is submitted to the Human Resources office within 15 calendar days of receipt, but no later than February 1st.