

PROCESS TO SUBMIT A JOB RECLASSIFICATION REQUEST

- 1) Employees performing revised duties as assigned by their supervisor complete the reclass forms on the HR website or may obtain forms from the college HR office or job evaluation representative. Responses to these forms may be typed on-line by the jobholder and then printed off to give to the supervisor for their processing.

PSA, Safety, M&O, and Crafts use the HayXpert Computer Aided Job Evaluation Form. PSA employees in secretarial or office coordinator positions should also complete the additional "Administrative Questionnaire" composed of 10 questions. MAT uses the narrative form. (Reminder – as these forms are extensive, you may want to discuss your position's changes with your supervisor or job evaluation representative first before starting to complete the questionnaire).

- 2) After the requestor completes the job evaluation paperwork, he/she should give the original questionnaire to their supervisor and send an e-mail to their supervisor and college job evaluation rep informing both they have submitted a reclassification request for their position.

The date on the reclassification request signed by the jobholder will be the date the reclassification request was submitted to the supervisor to start the process.

The supervisor, manager, director, VP, college president/Vice Chancellor may direct the jobholder that they need to perform the duties listed within the scope of their current position. (This would then void the reclassification process for this position and the process would end here.)

- 3) When the supervisor has completed their portion of the reclassification form, they should submit it to their Manager, Director, or VP (as required by their college protocol) before the college president approves this request to go through the reclassification process.
- 4) The college president/Vice Chancellor signs and gives the questionnaire to the college job evaluation representative.
- 5) The college job evaluation representative reviews, may complete the QC on the HayXpert Questionnaire, then sends to District HR for processing, and sends e-mail to jobholder notifying jobholder of status of reclassification documentation.
- 6) The Districtwide Job Evaluation Committee (composed of one rep from each college appointed by the president and one chair appointed by the VC HR) will meet on a monthly basis to review positions and then make recommendations to CEC on the submitted positions. All recommendations will remain confidential until approved by CEC. Recommendations can consist of the following:
 - Reclassification recommended with new title
 - Title change only
 - Properly classified
 - More clarification needed
- 7) The recommendations are forwarded to CEC for final approval. CEC can make the following decisions on each position:
 - Approve
 - Change the recommendation
 - Request more information to make final decision
 - Pull position
- 8) Once CEC has finalized recommendations, each jobholder is notified by letter of the outcome of their reclassification request and any salary adjustments if appropriate. Supervisors and college presidents/Vice Chancellors receive copies of this letter as well.
- 9) Employees may re-submit reclassification requests after one year or more from their previous reclassification request.