

## **ARTICLE 19: CLASSIFICATION REVIEW**

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**19.1 CLASSIFICATION** means that each position shall have a job title and specific duties compensated at the same salary range for each employee hired into each such position. The classification can be interchanged with “class,” but is generally associated with a single job title within a class. See Ed Code 88001 (a).

19.1.1 The District maintains right of assignment and may review bargaining unit member job classifications to ensure the job tasks performed, the skills required to perform job duties, the technology utilized in performing job duties, the potential impact of that review on job classification and job family, remain current.

19.1.2 The District will not make changes in the job description without first providing CSEA notice and an opportunity to bargain such changes.

**19.2 RECLASSIFICATION** - Positions may be reclassified through structural reorganization or classification review. Pursuant to Ed Code 88001(f) "Reclassification" means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position.

**19.3 REORGANIZATION** - A reorganization occurs when the duties of positions in a unit have been changed due to a redistribution of tasks and/or responsibilities. Reorganizations are generally associated with an organizational review of operational priorities and/or span of control.

**19.4 CLASSIFICATION REVIEW REQUEST PROCESS** - A permanent bargaining unit member may request a Classification Review of the bargaining unit member's position where the bargaining unit member believes that there has been a permanent accumulation of responsibilities that are out of the scope or above the level of the bargaining unit member's current job classification.

19.4.1 The basis for a review shall be a significant, consistent and ongoing increase in job content, i.e., required knowledge, skills, abilities, responsibility, and accountability. The review evaluates job content only, not the person, and is not based on job performance, length of service, or other characteristics related to the bargaining unit member in the position.

19.4.2 Increased workload and normal increases in skills, experience, proficiency and adaptation to new technologies consistent with the duties of the classification in a position are not basis for Classification Review.

19.4.3 A bargaining unit member must have served in the position for at least one year before a request for a Classification Review request may be submitted. However this does not preclude the Temporary Out of Class process (Article 16), if applicable.

19.4.4 Positions shall only be submitted once every three years for Classification Review.

**19.5 CLASSIFICATION REVIEW COMMITTEE** - The District Classification Review Committee shall be comprised of the District Director of Human Resources, one (1) member appointed by the Vice Chancellor of Human Resources, and two (2) bargaining unit members appointed by CSEA. The District Director of Human Resources shall serve as chair of the committee.

19.5.1 The District Classification Review Committee shall evaluate all requests for Classification Review and shall submit recommendations to the Vice Chancellor of Human Resources for review and approval. Classification issues to be evaluated and recommended by the committee shall include, but not be limited to, job descriptions, qualifications, job titles, and assignment of positions within job series.

**19.6 CLASSIFICATION REVIEW TIMELINE** - Requests for classification review may be submitted from October 1st through November 30th of each fiscal year. Requests not submitted within this period will not be considered. Requests shall be submitted to Human Resources on the approved Classification Review Form available on the District Human Resources web site. The request must be reviewed by the immediate management supervisor.

19.6.1 If it is determined the duties should be assigned to an existing classification, a meeting will be scheduled with the immediate management supervisor/Human Resources/CSEA to discuss necessary corrections.

19.6.2 The District Classification Review Committee will evaluate each request for classification review based on the information submitted by the bargaining unit member on the Classification Review Form.

19.6.3 The committee may request a desk audit and/or such additional information from Human Resources as may be needed by the committee to clarify information provided on the Classification Review Form.

19.6.4 The recommendations of the committee will be forwarded to the Vice Chancellor of Human Resources for review and approval. If the Vice Chancellor disagrees with the committee's recommendations, the Vice Chancellor will meet with the committee to discuss the issues prior to making a final determination.

19.6.5 Where the Vice Chancellor of Human Resources does not approve a recommendation due to fiscal or organization reasons, the recommendation will be returned to the committee.

19.6.6 The committee shall validate the performance of the out-of-classification duties and recommend any realignment of responsibilities necessary to conform with the bargaining unit member's existing classification.

19.6.7 The Vice Chancellor of Human Resources will provide notice of the final decision to the bargaining unit member within thirty (30) working days after receipt of committee recommendations. This deadline may be extended for a length of time mutually agreed upon by CSEA and the Vice Chancellor.

19.6.8 The decision of the Vice Chancellor of Human Resources shall be final. The recommendation of the Classification Review Committee and the decision of the Vice Chancellor are not subject to the grievance process.

**19.7 IMPLEMENTATION OF CLASSIFICATION CHANGES** - Human Resources will meet with the bargaining unit member, CSEA, and immediate management supervisor to discuss classification changes if any.

19.7.1. Approved reclassification changes shall become effective on the first day of the month following Board approval.

19.7.2 If the committee has recommended a realignment of responsibilities to conform with the bargaining unit member's existing classification the parties will meet to clarify and align job duties.

19.7.3 If the position is assigned to a classification with a lower salary range the incumbent shall be Y-rated.

**19.8 IMPLEMENTATION OF REORGANIZATION** - The affected positions shall be reviewed by Human Resources and approved by the Board. CSEA will be given prior notice and an opportunity to bargain the effects (wages, hours, and working conditions) of the reorganization.

19.8.1 All classification changes occurring as a result of reorganization shall become effective on first day of the month following approval by the Board.