

# Edinboro University of Pennsylvania

## Procedures for Processing Position Reclassification Requests

Reclassification should be limited to positions that accrue substantive additional duties or positions that need to be reviewed because the current duties do not meet the organizational needs of the department. Re-description of a position's responsibilities does not necessarily involve upward reclassification.

### **Some factors to be considered in the position reclassification process:**

#### **Factors Considered**

- Variety and complexity of work
- Level of responsibility
- Supervision received
- Supervision exercised
- Guidelines available
- Finality of decisions
- Personal/public contacts
- Consequence of error

#### **Factors Not Considered**

- Length of service
- Quality of performance
- Pay scale location
- Financial need
- Loyalty to University and/or department
- Personal qualifications and/or experience
- Volume of work
- Dependability

Changes to position classification have immediate and permanent impact on the employee's compensation and the organizational budget. Upward reclassification will have limited initial impact; however, the increased earnings potential of the incumbent will have long-term financial impact.

Managers need to ensure all positions are performing duties that make most efficient use of the workforce within salary allocations. Reallocation or realignment of duties within a unit may allow for the unit to accomplish its mission without having to upwardly reclassify positions; that is, assign new higher level duties to staff currently classified at a level appropriate for the new duties, and redistribute the lower level work to positions classified at lower levels. **Therefore, new or revised job descriptions require review and approval by the first level management official through, and including, the appropriate Vice President.**

Job descriptions approved for review by the appropriate Vice President will be forwarded to the Human Resources office, and a preliminary grade level determination will be made by the Director for management positions or the Classification Manager for non-management positions. If it appears an upward reclassification may result, the Vice President will be informed of the preliminary classification findings and potential budget implications.

The Vice President will then determine whether the reclassification request should be processed. The Vice President may direct that the work of the position, particularly work which may warrant upward reclassification, will be redistributed within the department. The work of the position involved and of other positions may be adjusted in order to accommodate the organizational needs efficiently without incurring additional salary expenses. The Vice President may direct the Human Resources office to assist the manager in redistributing and realigning the duties of staff in the affected department.

Should the Vice President agree with the job description and preliminary classification determination, s/he will notify the Human Resources office to proceed with the formal classification of the position and subsequent personnel actions, if any are required.

## CLASSIFICATION REVIEW REQUEST FORM

Position Working Title \_\_\_\_\_

Department \_\_\_\_\_

Employee in this Position: \_\_\_\_\_

Current Classification: \_\_\_\_\_

### **Part I**

(Instructions to **Employee**)

- a. Attach the most recent approved job description for your position. If a revised job description has been developed incorporating your new responsibilities, please attach it and skip to Part I, c.
- b. Draw a line through any duties for which you are no longer responsible.
- c. Describe in short, concise statements the additional responsibilities you have been assigned. Please list only new areas of responsibility. (Attach additional sheets if necessary)
  - 1.
  - 2.
  - 3.
  - 4.
- d. Explain why the assumption of these duties has changed your job significantly.
- e. Give this form to your supervisor for review.

(Instructions to **Supervisor**)

Review the information submitted by the employee to ensure the new duties are appropriately to be performed by the employee and meet your expectations of the position. Your signature confirms the information is appropriate and accurate, and you support this request.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

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**Part II**

(Instructions to **Director or Dean**)

- a. Explain why it was necessary to assign new job responsibilities. For example, was the department reorganized or have additional responsibilities been assigned to the department.
- b. Attach or draw an organizational chart for the department/area showing titles and reporting relationships prior and subsequent to the change if applicable.

Recommendation:

\_\_\_\_\_ Request approved. Forward to Vice President

\_\_\_\_\_ Request denied. Return to department.

\_\_\_\_\_  
Signature of Director/Dean

\_\_\_\_\_  
Date

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**Part III**

(Instructions to **Vice President**)

- a. Review the information submitted in Parts I and II of the classification request and determine its validity.
- b. Check the appropriate action below.

\_\_\_\_\_ This is an accurate reflection of the duties assigned. Funds are available to support upward reclassification should the job description warrant.

\_\_\_\_\_ This is an accurate reflection of the duties assigned. Should upward reclassification be required, the duties of the position will be redistributed in order to maintain the current classification level.

\_\_\_\_\_ Request denied. Return to department.

\_\_\_\_\_  
Signature of Vice President

\_\_\_\_\_  
Date