

UCOP Human Resources Procedure 36 – CLASSIFICATION OF POSITIONS

I. POLICY REFERENCES

UC-PPSM 02, Definitions
UC-PPSM 30, Salary Administration
UC-PPSM 36, Classification of Positions

II. AUTHORITY

Responsibility for classification of staff employees for Professional and Support Staff (PSS) and Management and Senior Professional (MSP) groups have been delegated to the Vice President – Human Resources, who has re-delegated certain authorities for Office of the President personnel to the Executive Director, UCOP Local Human Resources, UCOP Compensation, and to UCOP Division and Department Heads.

Authority for classification and grading actions is delegated as follows:

A. Division and Department Heads

Responsible for determining the essential and non-essential functions and requirements of positions in their areas and for ensuring position descriptions are prepared, updated, and maintained in accordance with this guideline. This responsibility may be re-delegated to an appropriate level within the division or department.

B. UCOP Compensation

Approves classifications for new or significant changed existing positions except Career Tracks (CT) Manager 3 and Manager 4. Makes recommendation for Manager 3 and 4 positions.

C. Executive Director, UCOP Local Human Resources

Receives recommendation for new or significant changed existing Manager 3 and 4 job classifications from UCOP Compensation, reviews recommendation and forwards to Vice President.

D. Vice President Human Resources

Within the Office of the President, is responsible for approving overall job evaluation and grading strategy and for approving decisions for Manager 3 and Manager 4 positions.

III. GENERAL PROVISIONS

A. Definitions

1. Position Description

The position description is the key document used in the University's evaluation and grading process. All employees should have a current position description in their personnel file of record. A position description is a summary of the key responsibilities of a position, for a specific employee or group of

employees. It includes the general nature of the work performed, the level of the work performed, the knowledge and skills required for competent performance of the position and other elements. A position description describes and focuses on the position itself and not on any specific individual who might fill the position.

2. **Position Classification**

Classification, also called position evaluation, is the process of evaluating the key responsibilities, the general nature of the work performed, the level of the work performed, and the knowledge and skills required for competent performance of the position, and other elements of a position to determine the most appropriate family, function, and level along with the job title at UCOP.

3. **Job Standard**

A job standard is a description of the scope, key responsibilities, and knowledge and skills requirements of a specific job level within a family and function. In UCOP's job structure, positions with similar duties will share a common job standard. A job standard is the basis for creating a position description. Currently the job standards are used for non represented employees. Job standards can be found in the UCOP Job Builder at <http://jobbuilder.ucop.edu>.

4. **Class Specifications**

Class and series specifications are intended to identify the types of professional, technical and support staff work that exists within the organization. Class specifications provide the title, job code, concept, typical duties and responsibilities, and minimum qualifications of each classification and class series. Currently the class specifications are used for represented employees. Classification specifications can be found at http://ucnet.universityofcalifornia.edu/system_series/.

5. **New Position**

A new position will be created for a set of duties and responsibilities that do not currently exist in the department/division. An evaluation of the duties and responsibilities is required to choose the correct Career Tracks job standard Family, Function and Level. Once the correct Job Standard has been identified, a new position description can be created.

6. **Significant Change of a Current Position**

A job classification review can occur when the change in responsibilities have a significant impact up or down on the overall position and may result in shifting the position from a higher or lower level in the Career Tracks Function. Changes in assigned duties or percentage of time do not always result in an upward classification.

7. **Update a Current Position**

A position description is updated when there are some changes in duties and responsibilities which do not substantially alter the position.

8. **Job Title**

A job title is the joining of job function and career level scope.

B. Position Descriptions – Non Represented

1. ***Vacant positions:*** The supervisor of the position prepares a position description based on the Career Tracks job standards for new positions or for the replacement of an existing position. Job standards can be found in the UCOP Job Builder at <http://jobbuilder.ucop.edu>. All position descriptions will be prepared in the Career Tracks format. See Paragraph C. below for instructions for represented employees.
2. ***Occupied positions:*** The incumbent and supervisor work together to ensure that the incumbent’s position description remains current. When the change in job duties have a significant impact up or down on the overall position a new description will be prepared using the Career Tracks job standards. New and revised position descriptions are submitted to UCOP Compensation for review and evaluation.

C. Position Descriptions – Represented

1. ***Vacant positions:*** The supervisor of the position prepares a position description based on the Class Specifications for new positions or for the replacement of an existing position if the duties have changed significantly since the last position description was written.
2. ***Occupied positions:*** The incumbent and supervisor work together to ensure that the incumbent’s position description remains current. When the change in job duties has a significant impact up or down on the overall position, a new description will be prepared using the Class Specifications. New and revised position descriptions are submitted to UCOP Compensation for review and evaluation.

IV. CLASSIFICATION

A. Review Process

Submitted materials are reviewed by UCOP Compensation and additional information is gathered from supervisors and incumbents. The position content and scope are evaluated in relation to comparable positions in the organization and available external benchmarks. Comparable positions are those with equivalent knowledge, skills, abilities and responsibilities in the organization.

B. Classification Actions

1. New Positions

Division/Department heads need to secure a decision on the job title and job code of a position from UCOP Compensation before a vacancy is posted for recruitment. A new position must have prior budget approval. Budget approvals are requested by the hiring supervisor.

2. Update or Classify Existing Positions

- a. Once a position is occupied, the incumbent and supervisor/manager should annually review the position description to ensure that it describes the responsibilities and types of duties assigned. In the event of a significant change a new updated position description will be prepared from the Career Tracks job standards. The UCOP Job Builder at <http://jobbuilder.ucop.edu> contains the current position description and can be used to generate the revised/new Career Tracks position description. The supervisor/manager will work with UCOP Human Resources to select the appropriate Career Tracks job standard from the UCOP Job Builder. If the supervisor does not have

access to the UCOP Job Builder system, they can ask UCOP Human Resources for assistance. The supervisor/manager will work with UCOP Human Resources to update the position description in the UCOP Job Builder. The UCOP Job Builder will notify UCOP Compensation that a classification review is required.

- b. Approved classification evaluation requests will be effective the first day of the month for monthly paid employees and on the first day of the biweekly cycle for biweekly paid employees following receipt in Compensation.
- c. The supervisor/manager will be notified of the status of the request.
- d. Staff members may submit a Request for Classification Review for their position by sending a request with a position description signed by the supervisor and approved by the manager to UCOP Human Resources. The supervisor/manager is responsible for the accuracy of the position description.

C. Reconsideration Process

- 1. The division/department may request a reconsideration of a classification decision issued by UCOP Compensation. The request for reconsideration shall be made in writing to UCOP Human Resources within thirty calendar days of the date on which the classification decision was issued. The appeal shall state the basis upon which reconsideration is being requested. A reviewer, other than the one who issued the initial decision, will conduct another position review. The Executive Director UCOP Local Human Resources, whose decision is final, will issue the result of the reconsideration in writing.
- 2. A request for a reconsideration of positions up to the Manager 2 must be submitted within thirty days of the date the department head receives the job evaluation results, and must contain new and substantive information regarding the position. For Manager 3 and Manager 4, UCOP Compensation with the approval of the Executive Director, UCOP Local Human Resources, makes a recommendation that is submitted to the Vice President Human Resources, whose determination is final.
- 3. The results of all evaluations are communicated to the relevant division within ten days of the decision.

D. Salary Changes

See Salary Administration Procedures.