



APPLICATION FOR THE 2004 LARRY L. SAUTTER AWARD FOR INNOVATION IN INFORMATION TECHNOLOGY

University of California, Irvine, FastClass - Online Reclassification Process

SUMMARY

FastClass (<http://apps.adcom.uci.edu/expresso/apps/components/fastclass/login.jsp>) is a web-based system designed to streamline the formerly cumbersome process of reclassifying employees into more appropriate job classifications (and pay) when their position's responsibilities change or increase.

FastClass benefits two groups at once: FastClass supports the more than 130 business unit personnel officers charged with right staffing the units comprising the UCI community and retaining valuable human assets. Equally important, FastClass assists more than 4,000 career staffers with a streamlined, simple and equitable technological system to align job duties with the right job title and compensation.

PROJECT DESCRIPTION

Retaining top performers is a challenge faced by every organization. Employees need to feel that they are being recognized for their contributions to the organization. In the public sector, one method for ensuring proper recognition is to make certain employees are placed in the appropriate job classifications and pay grade. Ensuring proper classification and pay grade become even more critical in tight budget times when pay-for-performance increases are nonexistent. At the University of California, Irvine, the process of reclassifying employees into more appropriate job classifications was so complex and burdensome that the result was decreased employee morale.

The old process was paper intensive. It was criticized by our campus community as being cumbersome and complicated. Communication between the supervisor, employee, and the classification reviewer was nonexistent. Employees felt excluded from the process. Departmental autonomy lead to inconsistent implementation and review. The requirements for reclassification submission were unclear. The result was employee dissatisfaction and turnover.

Description of the Solution

In order to ensure that all concerns regarding the reclassification process were addressed, Human Resources solicited input from many campus representatives. All those who had a stake in the reclassification process were invited to provide their input and to help identify areas of high dissatisfaction and frustration. The performance of the reclassification process was then measured against client expectations and best practices of other organizations.

The first phase of this review was a web-based survey. The purpose of the survey was to identify client needs and satisfaction with the existing paper process. Those chosen to take part in the survey had submitted a reclassification to Human Resources within the last year or were considered a stakeholder in the job reclassification process.

The survey also measured current process performance and aimed to identify how technology could help streamline the paper-intensive reclassification process.

The second phase called for a campus focus group. The focus group was charged with brainstorming solutions for improvement of the reclassification process.

The findings of both the survey and the focus group reflected the perceived dissatisfaction with the old process. As a result, Human Resources determined that the reclassification process needed the following:

- reduced review turnaround times
- improved information sharing
- ability to track requests from submission to approval
- provision for on-line help
- integration with on-line tools
- greater support for those departments that process their own job reclassification requests
- must be paperless
- require minimal training
- provide a standard submission format
- provide analysis tools and guidelines to assist the user with the reclassification process

To foster campus acceptance, the design process solicited extensive campus input, utilizing a diverse and engaged team of representatives from campus departments to work on the process redesign and the Web interface design. Many of these same individuals served as the pilot user group to test and provide feedback on the system prior to campus-wide release.

FastClass was designed to require no classroom training. However, because FastClass introduced a new way of reviewing reclassification requests, Human Resources embarked on a publicity campaign to demonstrate the functionality of FastClass. Potential users needed a level of comfort with the new technology before actively using it. The system itself is easy to navigate with on-line instructions and pop-up helps where needed.

What makes FastClass unique to Human Resources systems in higher education is that it is extremely responsive to customer needs and wants—something that would be impossible with an off-the-shelf product, if one were even available. Before the decision was made to build FastClass, Human Resources and Administrative Computing investigated off-the-self products. However, software vendors were absent in this arena until today. FastClass addresses a technology for all employers, public and private alike. As a result, People Admin, a software vendor for higher education, has loosely modeled a new classification product after FastClass.

The Former Manual Process:

- Paper intensive
- Completed differently across the campus

- Unclear
- Viewed as “Black Hole”
- No centralized data available
- No centralized oversight

The New Online Process: FastClass (See Appendix C: FastClass Process Flow)

- Improved functionality
 - Web-based, paperless submittal process
 - Streamlined and standardized submittal
 - Built-in business rules for routing so users don’t have to remember where the reclassification package goes next
 - Integrated with other online tools for easy information lookup, e.g., UCI’s Data Warehouse, UCI’s Job Title and Pay Plan, UCI’s Job Description Library.
 - On-line instructions and help text built-in
- Improved communication
 - Ability to track requests from submittal to approval
 - Automatic e-mail notification of progress
 - Automatic notification letter generation
 - Automatic union notification process
- Improved reporting
 - Centralized data collection
 - Analysis report to track process bottlenecks

TECHNICAL SOLUTION (See Appendix D: FastClass Main Components and Appendix E: FastClass System Architecture)

On the backend, FastClass runs on Apache webserver and Tomcat Java Application Server environment and uses a relational database for persistent storage of data. A Sybase ASE server running on Sun Solaris 2.8 hosts the FastClass application. Web pages are generated using HTML, JSP, and JavaScript. JDBC is the database connectivity tool for Java. Java was selected in large part for its platform portability and vendor independence, which also makes it more feasible to implement FastClass at other sites. Although Sybase is the current database on the backend, the implementation could migrate to other relational databases with very few configuration changes because stored procedures and other vendor-specific calls are not used.

FastClass is J2EE compliant, built on top of the Espresso open source application development framework and follows the Model-View-Controller architecture with the Graphical User Interface separated from the Business Rules. FastClass utilizes the Espresso Framework for security and standardized application development. It also incorporates the DRALA Workflow Engine to orchestrate the workflow that defines the reclassification business process. Automating processes using workflow results in improved efficiency and increased throughput. Furthermore, the consistency that is enforced by a workflow engine results in more predictable system behavior. FastClass also relies on OpenLDAP and uPortal to surface the workflow tasks to campus Portal users.

ADVANTAGES OF NEW SYSTEM OVER OLD (See Appendix A and B)

The solution to dissatisfaction with the reclassification process was FastClass, an on-line reclassification submittal process. FastClass simplifies the process, reduces review times, provides more tools and resources, and enhances communication between supervisors, employees, and reviewers. With the development of the web-based submission process, reclassification of jobs was streamlined and standardized.

Specific process improvement measures include:

- *Cycle time* - reduced from 60 days to 25 days and continuously improving. Some departments can complete the process in 3 days.
- *Medium* - went from very paper intensive, often getting lost in the interoffice mail and stuck on someone's desk, to web-based with electronic tracking and automatic e-mail notifications.
- *Number of steps* - involved in the reclass process dropped from six to four.
- *The number of approvals* - required before even submitting reclassification request dropped to one from as high as three.

Of particular significance was the improvement in information sharing. What once was a cumbersome notification system was greatly simplified. Automatic notification, when appropriate, is made to the budget office and, if necessary, to the employee's union. In addition, appropriate letters are generated to the payroll processor and the employee. Supervisors, employees, and departments are automatically notified at each step of the reclassification process via the e-mail system including submittal, approval, or denial.

CUSTOMER SATISFACTION

Positive feedback was received shortly after the release of FastClass in January 2003 from all users: employees, supervisors, and reviewers. Employees were especially gratified that FastClass empowered them to initiate and track their reclassification requests.

The following are examples of the unsolicited feedback received from our campus clients.

“...a simple, efficient, ...friendly process...”

“I love it! I love it! I love it!”

“What a simple, efficient, less hassle, computer friendly process Fast Class is!”

“I am very excited about it! Good job!”

Additionally, FastClass has received interest from other colleges and universities both with the University of California system and nationwide. FastClass will also be presented at the CUPA Regional Conference this October in Salt Lake City.

CONCLUSION

Faced with an inefficient and unpopular manual reclassification process, UC Irvine's Human Resources department partnered with Administrative Computing Services and the campus community to develop FastClass. Web-based and completely paperless, this new enterprise application drives a reclassification process that is both simpler and faster. In production now for the one and a-half years, FastClass has proven to be an innovative IT solution that successfully meets a critical campus business need.

PROJECT TEAM MEMBERS

Ramona Agrela, Human Resources, Project Team Leader
Nancy Gould, Compensation/Human Resources
Kristi Heck, Employment/Human Resources
Ying Kussmann, Administrative Computing Services
Laura Long, Budget Office
Doreen Martin, College of Medicine
Rita Pitt, College of Medicine

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RELEVANT LINKS

- FastClass Application:
<http://apps.adcom.uci.edu/expresso/apps/components/fastclass/login.jsp>
- Reclassification Overview: <http://snap.uci.edu/viewXmlFile.jsp?resourceID=287>
- How To Complete Reclass Request:
<http://snap.uci.edu/viewXmlFile.jsp?resourceID=286>
- Sample E-Mails:
http://apps.adcom.uci.edu/expresso/apps/components/fastclass/webdoc/Sample_Dept_GK_Email1.doc
- Instructions for Department Gatekeepers:
http://apps.adcom.uci.edu/expresso/apps/components/fastclass/webdoc/Dept_Gatekeepers_Instructions.htm
- Instructions for Coordinating Point Instructions:
http://apps.adcom.uci.edu/expresso/apps/components/fastclass/webdoc/CP_Gatekeepers_Instructions.htm

APPENDIX A



UNIVERSITY OF CALIFORNIA, IRVINE FASTCLASS Process Improvement Measurements

	BEFORE REDESIGN	AFTER REDESIGN
Cycle Time	60 days	25 days
Medium	Paper Forms	Web-based
Customer Satisfaction	Poor	Exceptional
Number of Steps	6	4
Number of Hand-Offs	5	2-3
Number of Approvals	2-3	1-2

APPENDIX B



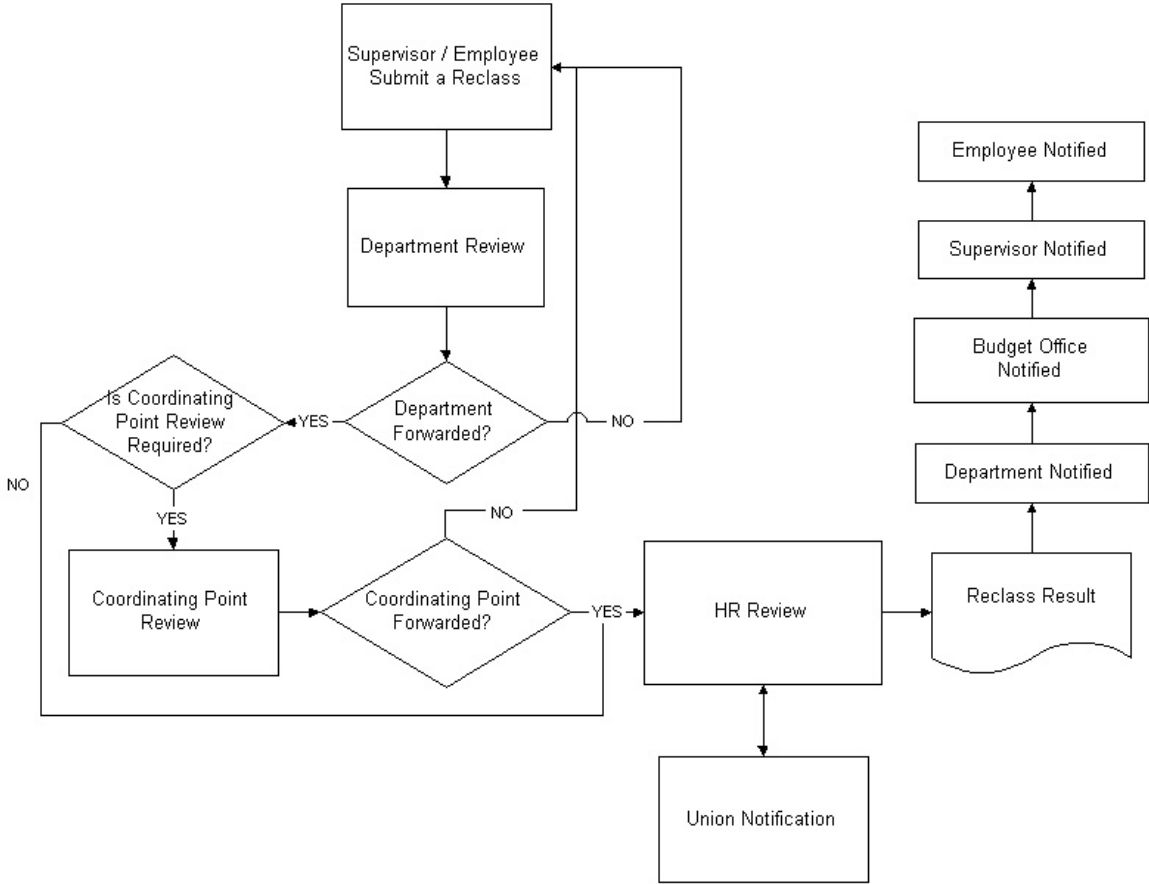
UNIVERSITY OF CALIFORNIA, IRVINE
FASTCLASS
 Process Improvement Functionality

	BEFORE REDESIGN	AFTER REDESIGN
Approach to data collection	Complete a multiple use form containing no instructions	Question and answer format or fill in the blank
Business rules	Personal knowledge	Embedded into the system
Data integrity edits	Few	Many
Mathematical computations	Manual	Automatic
Status tracking	Manual or None	Web
User information	Policies & procedures on paper or at multiple web-site locations	Helpful hints and policies & procedures embedded into input screens
System input capabilities	Manual – Supervisor complete paper form	Supervisor, employee or authorized representative
Ad hoc reporting	None	Extensive
Medium	Paper forms	Web-based system
Training	Necessary	Not necessary, the system can “walk” a new user through the transaction
Budget Office notification	Rare and usually not until year end and done manually	Electronic upon approval of request.
Union notification	Initiated manually and completed manually	Notification occurs electronically with a time stamp to ensure compliance with bargaining unit contracts.
Paper usage	Departments made copies of transactions	Additional copies not needed because information is stored in database.



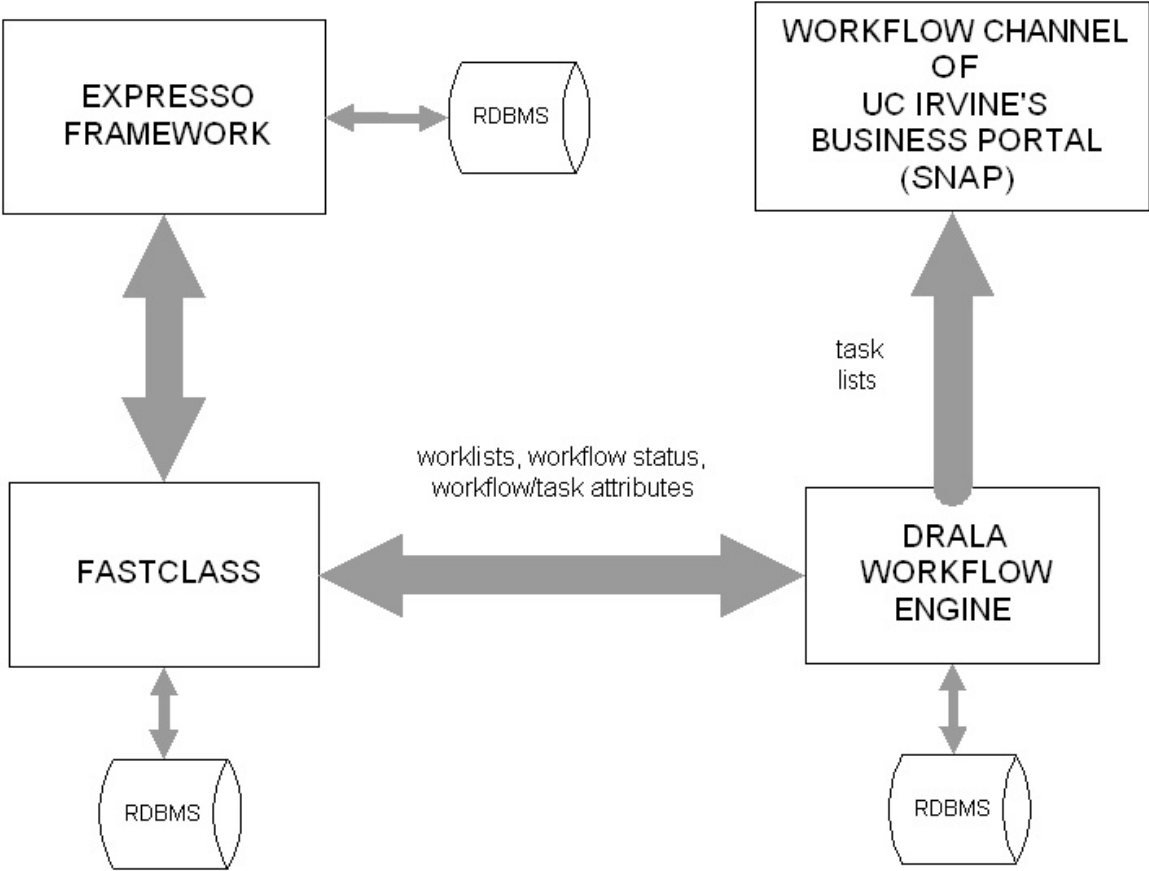
UNIVERSITY OF CALIFORNIA, IRVINE FASTCLASS On-Line Process Flow

FASTCLASS APPLICATION PROCESS FLOW
University of California, Irvine
Administrative Computing Services





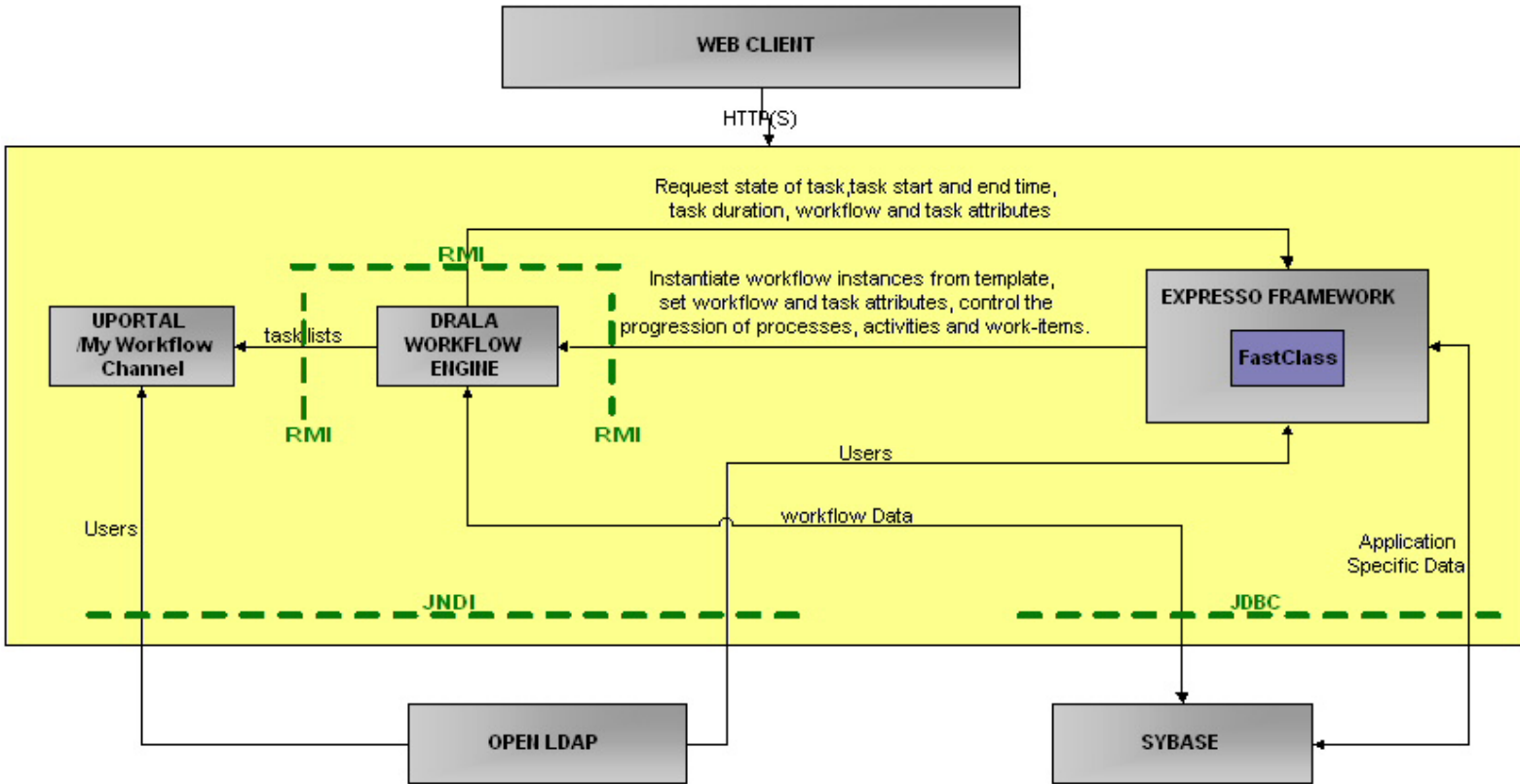
UNIVERSITY OF CALIFORNIA, IRVINE
FASTCLASS
Main Components



APPENDIX E



UNIVERSITY OF CALIFORNIA, IRVINE FASTCLASS Application Architecture



APPENDIX F



UNIVERSITY OF CALIFORNIA, IRVINE
FASTCLASS
User Guide

Human Resources Home Page-UC Irvine - Mozilla

http://apps.adcom.uci.edu/expresso/econtent/Content.do?resource=212

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UCI Human Resources
WWW.HR.UCI.EDU

HR 1 Call: 949.824.5210
fax: 949.824.4065
email: hrquestions@uci.edu
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NEW EMPLOYEES

Human Resources News

- ◆ [HR Upcoming Events - 9/2/03](#)
- ◆ [HR Forum Presentation: Resources for Student Employment - 8/20/03](#)
- ◆ [FastClass - enhancements - 8/12/03](#)
- ◆ [New Staff Employee Orientation - Register online - 8/1/2003](#)
- ◆ [Supervisor's Responsibilities When an Employee Separates - 7/21/03](#)
- ◆ [UCOP Proposed Expansion of Policy on Supplement to Military Pay - 7/18/03](#)
- ◆ [NX Salary Implementation - 2nd Year Notice - 7/15/03](#)
- ◆ [Probationary Period/Merit Calculator Now Available - 7/15/03](#)

Personnel Policies and Procedures

Workers Compensation

Human Resources Administration

Suite 1000 Berkeley Place
Irvine, CA 92697-4600

[A&BS](#) [UCOP](#) [UC Irvine HR Internal Guidelines](#)


The link to FastClass can be found many ways. Currently, the link is found on the Human Resources main web page.

Welcome to HR FastClass Application - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop <http://apps.adcom.uci.edu/expresso/apps/components/fastclass/login.jsp> Search Print

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 **Welcome to Fast Class**

Fast Class is a newly designed reclassification system replacing the current paper intensive process.

By putting the reclassification process at your fingertips, Fast Class will simplify the reclassification process, reduce review times, provide more tools and resources, and enhance communication between supervisors, reviewers and employees.

Fast Class enhancements include:

1. Streamlined and standardized reclass process
2. Simplified forms, only 4 easy-to-follow steps to submit a reclass request
3. Easy access in a secure environment
4. Simple navigation, help provided as you work
5. Tracking of requests from submittal to approval
6. Integrated with Job Titles and Salary Query, Quick Requisition System and Data Warehouse

[How to Create a Reclass Request Using Fast Class](#)

[UC Irvine Job Titles and Salaries](#)

UCI employees: sign in using your UCINetID and password.

For information about UCINetID's visit the [MACS](#) site.

UCINetID:

Password:

Security is an important aspect in FastClass. Access is granted to UCI employees with an identification number and password. This feature also allows FastClass know what level of access to make available to the user.

Done

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fastclass Hello, Nancy Thursday, August 28, 2003

Dept. Use CP Use HR Use LR **New Request** WIP Previous Requests Welcome Logout

Welcome to Fast Class

How to Create a Reclass Request Using Fast Class [GO](#)

Reclassification
UC Irvine
Word Ver
Fast Class

Instructions

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Instructions for Coordinating Point Reviewers

- Instructions for CP Reviewers [CAMPUS](#)
- CP Reviewers Sample Screen Shots [CAMPUS](#)
- CP Reviewers Sample E-Mail Message [CAMPUS/COM](#)

***** NEWS FLASH *****

To help you prepare a new request, we've included a checklist. Look for it when you click on "New Request".

You can now upload your current organizational chart when submitting a new request. Look for this function in the "Supervisor Questionnaire".

Click [here](#) to give us your feedback or to report a problem.

Last Updated 07/29/2003

To initiate a new reclassification request, the user must select "New Request". The number of tabs made available will vary depending on the user's access level. The majority of users will only have access to everything to the right of "New Request". Supervisor and/or employees are the typical users entering a new request.

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Reclassification Checklist

Staff jobs at UCI are classified based on the duties and responsibilities assigned and exercised. The following criteria are required in order for a position to be considered for reclassification.

- The position has undergone significant changes in level of responsibility since last reviewed.
- The position has changed in the nature, variety, and difficulty of work.
- The position has changed in the supervision received.
- The position has changed in the supervision exercised.
- More than 50% of a position's responsibilities are at the higher level.
- The employee in the position has been performing at the higher level for "one business cycle" (6 - 12 months).
- The position (not the person) is being reclassified for bona fide business reasons.

Reclassification is not appropriate when the issue is:

- longevity.
- workload.
- performance.
- salary increase.

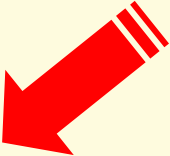
When preparing your reclassification request, you should consider these questions:

- What major changes in duties and responsibilities have occurred?
- What skills and knowledge are required to perform assigned duties?
- What is the relationship of this position to others in the unit?
- What primary areas of responsibility are assigned to the position now?
- How does position compare to similar positions elsewhere?
- What is the consequence of error?
- Is this a supervisory position?
- With what degree of independence does this position operate?
- What guidelines are used in the performance of duties?
- What level of innovation is required?

I understand the above criteria

Done

Before the user begins the process of entering a request for reclassification, we require that they review and indicate an understanding of the criteria involved in a reclassification.



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fastclass Hello, Nancy Thursday, August 28, 2003

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New Reclassification Request

step 1: *Incumbent/Supervisor Info* step 2: Supervisor Questionnaire step 3: Old Job Description step 4: New Job Description step 5: Review/Print/Submit

FastClass Request Incumbent Info

*** Required Fields**

***Type Name (last, first or last only)**

Incumbent ucinetid

Employee ID

Home Department

CB Unit

Current Title

Type Current Working Title

***Type Phone**

Proposed Title

Type Proposed Working Title

Proposed CB Unit

FastClass Request Supervisor Info

***Type Name (last, first or last only)**

Supervisor ucinetid

Employee ID

Home Department

Current Title

Save Change And Go To Old Job Description

User enters name and hits CONTINUE button. The system then pulls up the information needed in the grayed boxes. This also works for the supervisor's information below.

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fastclass

Hello, Nancy Thursday, August 28, 2003

Dept. Use CP Use HR Use LR New Request **WIP** Previous Requests Welcome Logout

Work In Progress Reclassification Request 00062

step 1:Incumbent/Supervisor Info **step 2:Supervisor Questionnaire** step 3:Old Job Description step 4:New Job Description step 5:Review/Print/Submit

SAVE CHANGES ?

FastClass Request Classification Review Questionnaire

*** Required Fields**

Click [here](#) if you have an organizational chart to upload (Powerpoint, PDF, Word, Excel format only)

Would approval or denial of this request create any inequity within the unit? ?

Yes No

if yes, please explain why

Effective date of old job description

***This reclassification request is based upon changes in the position as a result of:
(Select all that apply. At least one must be completed.)**

Evolution of responsibilities over time (describe)

This is the questionnaire section designed to elicit information about changes in the position, since it was last reviewed, that would justify a change in classification. It goes on for the next four pages.

Done

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Reorganization (describe)

Transfer or redelegation of duties/responsibilities from another position(s) (summarize)

New functions not previously performed in the unit (describe)

***Significant changes in the job are reflected in one or more of the following areas:
(Select all that apply. At least one must be completed.)**

Supervisory responsibility (describe)

Knowledge and skills required to perform the job (describe)

Scope of assignments/responsibilities (summarize)

Save Change And Go To Review/Print/Submit

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Scope of assignments/responsibilities (summarize)

Complexity of problems or assignments (describe)

Certificates, Licenses, Registrations
List the licenses, certificates, or registrations that are required to perform the essential duties of this position

***Please explain why you suggested `ADMIN. SPECIALIST`**

If you are aware of positions on campus that appear to be similar, please list incumbent's name and unit

General comments

Save Change And Go To Review/Print/Submit

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(describe)

Certificates, Licenses, Registrations
List the licenses, certificates, or registrations that are required to perform the essential duties of this position

***Please explain why you suggested `ADMIN. SPECIALIST`**

If you are aware of positions on campus that appear to be similar, please list incumbent's name and unit

General comments

◀ PREV NEXT ▶

Save Change And Go To Review/Print/Submit

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fastclass

Hello, Nancy Thursday, August 28, 2003

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Work In Progress Reclassification Request 062

step 1:Incumbent/Supervisor Info step 2:Supervisor Questionnaire **step 3:Old Job Description** step 4:New Job Description step 5:Review/Print/Submit

SAVE CHANGES ?

FastClass Request - Old Job Description
If you have a QuickReq job description you want to use, click [here](#)

*** Required Fields**

Supervisor Info

Supervisor Name SMITH, DERISE C
Supervisor Title PRINCIPAL PERSONNEL ANALYST II
Supervisor Phone (949)824-3290
Type of Supervision Received Close Supervision ?

*** Job Summary**

Job Summary ?

First Essential Function

Description ?

This is where the user types or pastes in the old job description.

HR FastClass Application - Mozilla

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Percent of Time 0%

Second Essential Function

Description ?

Percent of Time 0%

Third Essential Function

Description ?

Percent of Time 0%

Fourth Essential Function

Description ?

Save Change And Go To Review/Print/Submit

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Percent of Time 0%

Supervisory Function

Name and Payroll Titles of Employees Supervised

*** Skills**

Skills, Knowledge and Abilities

Physical Requirements

	Occasionally	Frequently	Constantly	Not Applicable
Bend	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Squat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Crawl	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climb	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Handle Objects	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Push/Pull	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reach Above Shoulder Level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stand	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walk	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Change And Go To Review/Print/Submit

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Walk	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Fine Finger Movements	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carry/Lift Loads up to 25 Pounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Carry/Lift loads between 25-50 lbs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Carry/Lift Loads over 50 Pounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Mental Requirements				
	Occasionally	Frequently	Constantly	Not Applicable
Read/Comprehend	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Write	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Perform Calculations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicate Orally	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Reason and Analyze	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental Working Conditions				
	Occasionally	Frequently	Constantly	Not Applicable
Chemical/Biological Agent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Construction Activities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact with Water/Liquids	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Drive Motorized Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Confined Spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Elevated Work Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Radioactive Materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Temperature Variations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Gas System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other Working Conditions	<input type="text"/>			

Save Change And Go To Review/Print/Submit

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fastclass Hello, Nancy Thursday, August 28, 2003

Dept. Use CP Use HR Use LR **New Request** WIP Previous Requests Welcome Logout

Work In Progress Reclassification Request 0062

step 1:Incumbent/Supervisor Info step 2:Supervisor Questionnaire step 3:Old Job Description **step 4:New Job Description** step 5:Review/Print/Submit

SAVE CHANGES ?

FastClass Request - New Job Description
If you have a QuickReq job description you want to use, click [here](#)

*** Required Fields**

Supervisor Info

Supervisor Name SMITH, DERISE C
Supervisor Title PRINCIPAL PERSONNEL ANALYST II
Supervisor Phone (949)824-3290
Type of Supervision Received Supervision ?


*** Job Summary**

Job Summary ?

First Essential Function

Description ?

Save Change And Go To Questionnaire



This is where the user types or pastes in the new job description.

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Walk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Use Fine Finger Movements	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carry/Lift Loads up to 25 Pounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Carry/Lift loads between 25-50 lbs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Carry/Lift Loads over 50 Pounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Mental Requirements				
	Occasionally	Frequently	Constantly	Not Applicable
Read/Comprehend	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Write	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perform Calculations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicate Orally	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Reason and Analyze	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental Working Conditions				
	Occasionally	Frequently	Constantly	Not Applicable
Chemical/Biological Agent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Construction Activities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact with Water/Liquids	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Drive Motorized Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Confined Spaces	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elevated Work Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Radioactive Materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Temperature Variations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Gas System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other Working Conditions	<input type="text" value="None"/>			

Save Change And Go To Questionnaire

At the end, the user clicks the review button and gets the following, including error messages that indicate where required information is missing.

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fastclass Hello, Nancy Thursday, August 28, 2003

Dept. Use CP Use HR Use LR New Request **WIP** Previous Requests Welcome Logout

Please Review FastClass Request 00062
Total 7 errors. Click on error message to return to form.

Incumbent & Supervisor Info	
Incumbent Name	REESE, BEVERLY A
Incumbent Home Department	PHYSICAL SCIENCES
Incumbent Personnel Program	PSS-Professional and Support Staff
Incumbent CB Unit	CLERICAL AND ALLIED SERVICES
Incumbent Primary Title	____ASSISTANT III
Incumbent Working Title	CURRENT WORKING TITLE
Incumbent Phone	(949)824-2985
Incumbent Proposed Title Code	7646
Incumbent Proposed Title Name	ADMIN. SPECIALIST
Incumbent Proposed Working Title	WEB MASTER
Incumbent Proposed CB Unit	NO BARGAINING UNIT
Supervisor Name	SMITH, DERISE C
Supervisor Home Department	HUMAN RESOURCES
Supervisor Primary Title	PRINCIPAL PERSONNEL ANALYST II
Supervisor Phone	(949)824-3290
Classification Review Questionnaire	
Would approval or denial of this request create any inequity within the unit?	NO

<http://thea.adcom.uci.edu/expresso/fastclass/Forms.do?state=promptPrevious>

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create any inequity within the unit?

Effective date of old job description

This reclassification request is based upon changes in the position as a result of:

Description Required When Check Box Is Checked
Evolution of responsibilities over time (describe)

Reorganization (describe)

Transfer or redelegation of duties/responsibilities from another position(s) (summarize)

Significant changes in the job are reflected in the following areas:

Description Required When Check Box Is Checked
Supervisory responsibility (describe)

Knowledge and skills required to perform the job (describe)

Scope of assignments/responsibilities (summarize)

Certificates, Licenses, Registrations

If you are aware of positions on campus that appear to be similar, please list incumbent's name and unit

Please explain why you suggested `ADMIN. SPECIALIST`

Required When Proposed Title Is Entered

General comments

Old Job Description

Type of Supervision Received Close Supervision

Job Summary **Required Field**

Selecting any of the red text will take the user back to the appropriate form to make the necessary corrections.

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Job Summary	Required Field
Name and Payroll Titles of Employees Supervised	
Skills, Knowledge and Abilities	Required Field
Job Description	All Percent of Time Must Add Up to 100%
Other Working Conditions	
Physical Requirements, Mental Requirements And Environmental Working Conditions	Bend: Not Applicable Squat: Not Applicable Crawl: Not Applicable Climb: Occasionally Kneel: Not Applicable Handle Objects: Occasionally Push/Pull: Occasionally Reach Above Shoulder Level: Occasionally Sit: Frequently Stand: Frequently Walk: Frequently Use Fine Finger Movements: Frequently Carry/Lift Loads up to 25 Pounds: Not Applicable Carry/Lift loads between 25-50 lbs: Not Applicable Carry/Lift Loads over 50 Pounds: Not Applicable Read/Comprehend: Constantly Write: Constantly Perform Calculations: Frequently Communicate Orally: Constantly Reason and Analyze: Constantly Chemical/Biological Agent: Not Applicable Construction Activities: Occasionally Contact with Water/Liquids: Not Applicable Drive Motorized Equipment: Not Applicable Confined Spaces: Not Applicable Elevated Work Location: Not Applicable Radioactive Materials: Not Applicable Temperature Variations: Not Applicable Gas System: Not Applicable

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Gas System: Not Applicable

New Job Description	
Type of Supervision Received	Supervision
Job Summary	Required Field
Name and Payroll Titles of Employees Supervised	
Skills, Knowledge and Abilities	Significant changes in the job are reflected in one or more of the following areas: (Select all that apply. At least one must be completed.)
Job Description	<p>First Essential Function Percent of Time: 80%</p> <p>-----</p> <p>Second Essential Function Percent of Time: 20%</p> <p>Provides support services for Records Division. Provides support for the Community Service Organization and Public Service Officers by answering escort lines and dispatching a CSO or PSO, according to request and priorities.</p> <p>-----</p>
Other Working Conditions	None
Physical Requirements, Mental Requirements And Environmental Working Conditions	Bend: Not Applicable Squat: Not Applicable Crawl: Not Applicable Climb: Not Applicable Kneel: Occasionally Handle Objects: Occasionally Push/Pull: Occasionally Reach Above Shoulder Level: Occasionally Sit: Constantly Stand: Occasionally Walk: Not Applicable

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Second Essential Function
Percent of Time: 20%

Provides support services for Records Division. Provides support for the Community Service Organization and Public Service Officers by answering escort lines and dispatching a CSO or PSO, according to request and priorities.

Other Working Conditions None

Physical Requirements, Mental Requirements And Environmental Working Conditions

Bend: Not Applicable
Squat: Not Applicable
Crawl: Not Applicable
Climb: Not Applicable
Kneel: Occasionally
Handle Objects: Occasionally
Push/Pull: Occasionally
Reach Above Shoulder Level: Occasionally
Sit: Constantly
Stand: Occasionally
Walk: Not Applicable
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Not Applicable
Carry/Lift loads between 25-50 lbs: Not Applicable
Carry/Lift Loads over 50 Pounds: Not Applicable
Read/Comprehend: Constantly
Write: Occasionally
Perform Calculations: Frequently
Communicate Orally: Constantly
Reason and Analyze: Constantly
Chemical/Biological Agent: Not Applicable
Construction Activities: Occasionally
Contact with Water/Liquids: Not Applicable
Drive Motorized Equipment: Not Applicable
Confined Spaces: Occasionally
Elevated Work Location: Not Applicable
Radioactive Materials: Not Applicable
Temperature Variations: Not Applicable
Gas System: Not Applicable

At the end there is a SUBMIT button, that, when clicked, forwards the reclass request to the department gatekeeper, who reviews the request for general suitability before forwarding it to the next checkpoint.

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Previous Requests

Fast Class ID	Incumbent Name	Supervisor Name	Current Primary Title	Proposed Reclass Title
VIEW TRACK 00001	BROWN, NANCY	KUSSMANN, YING FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00002	BISHOP, KIMBERLY	KUSSMANN, YING FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00003	KUSSMANN, YING FU	SADOVSKY, KATYA	PROGRAMMER/ANALYST III	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00004	BROWN, NANCY	KUSSMANN, YING FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00005	BISHOP, KIMBERLY	KUSSMANN, YING FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00006	KUSSMANN, YING FU	SADOVSKY, KATYA	PROGRAMMER/ANALYST III	____ASSISTANT II
VIEW TRACK 00007	BISHOP, KIMBERLY	KUSSMANN, YING FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00008	BISHOP, KIMBERLY	KUSSMANN, YING FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00009		G FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00010		YA	PROGRAMMER/ANALYST III	____ASSISTANT II
VIEW TRACK 00011		G FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00012		G FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00013		YA	____ASSISTANT II	____ASSISTANT II
VIEW TRACK 00014		G FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00015		C	____ASSISTANT III	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00016	REESE, JON	KUSSMANN, YING FU	PROGRAMMER/ANALYST II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00017	ILIESCU, JON	KUSSMANN, YING FU	PROGRAMMER/ANALYST II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00018	BISHOP, KIMBERLY	KUSSMANN, YING FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00019	REESE, BEVERLY A	SMITH, DERISE C	____ASSISTANT III	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00020	REESE, BEVERLY A	SMITH, DERISE C	____ASSISTANT III	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00021	REESE, BEVERLY A	SMITH, DERISE C	____ASSISTANT III	SURVEY WORKER, SR
VIEW TRACK 00022	SMITH, DERISE C	KUSSMANN, YING FU	PRINCIPAL PERSONNEL ANALYST II	
VIEW TRACK 00023	MUSTO, SINQUI	MUSTO, SINQUI	DIRECTOR (FUNCTIONAL AREA)	SCIENTIST, MUSEUM, ASST
VIEW TRACK 00024	BROWN, NANCY	KUSSMANN, YING FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00025	BROWN, NANCY	KUSSMANN, YING FU	____ASSISTANT II	PROGRAMMER/ANALYST III-SUPVR
VIEW TRACK 00026	CASTRO, ANGELICA M.	SADOVSKY, KATYA	____ASSISTANT II	____ASSISTANT II

Once a request has been submitted, everyone involved with the request, including the employee, can track the request's progress through the system.

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INBOX / Fast Class ID#: 00006 / Reviewer: DERISE SMITH

General	Questionnaire	Old Description	New	Union	Comments/	Decision	Print	Reassign
NONE								
Fast Class ID#: 00006 Initiated By YING FU KUSSMANN @ 0 Submitted By YING FU KUSSMANN @								
Task Name			Start Date	End Date				
Submit Request ?			03/19/2003 4:07 PM	03/19/2003 4:07 PM				
Department Review ?			03/19/2003 4:07 PM	03/19/2003 4:07 PM				
Coordinating Point Review ?			03/19/2003 4:07 PM	03/19/2003 4:07 PM				
HR Review ?			03/19/2003 4:07 PM	03/25/2003 2:03 PM				
HR Notify Department The Decision ?			03/25/2003 2:03 PM					

The yellow questionmarks are help pop-ups. In this form, the pop-ups explain to the user the process at each task level and identify by name and e-mail address the individual within their department who is responsible for each specific task.