

## Local Procedure 36: Classification of Positions

<b>Responsible Officer:</b>	UCOP Chief Human Resources Officer
<b>Effective Date:</b>	4/25/2025
<b>Scope:</b>	<p>Professional &amp; Support Staff, Managers &amp; Senior Professionals, and Senior Management Group Members</p> <p>Employees represented by a union should consult their applicable <a href="#">collective bargaining agreement</a>. Policy-covered academic appointees should consult the <a href="#">Academic Personnel Manual</a>.</p> <p>UCOP local procedures apply only to UCOP employees. Employees at other UC locations should consult their respective local procedures.</p>
<b>Contact:</b>	<a href="#">UCOP Local HR Procedure</a>

### I. PROCEDURE SUMMARY

This procedure provides requirements for implementation of the systemwide [Personnel Policies for Staff Members \(PPSM\) 36: Classification of Positions](#) for local University of California Office of the President (UCOP) employees.

### II. PROCEDURE TEXT

#### A. Position Description

Position descriptions are created with a baseline of the job standards found in [Job Builder by JDX](#).

All employees should have a copy of their position description, which should be current and accurate. Position descriptions for occupied positions should be reviewed every 18-24 months or as changes are made to the work performed. Updates are made in JDX through the required workflow. When a position description is updated, it must be submitted to [UCOP Local HR Compensation](#) for classification review as described in Section II.C.2.

Managers should ensure that the position descriptions for vacant positions remain current and accurate.

#### B. Classification Authority

##### 1. Division/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 these procedures.

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### **2. UCOP Local HR Compensation**

Responsible for reviewing and approving the classification of all new or reclassified Career Tracks positions, including Manager 3 and Above positions. New or reclassified to Manager 3 and Above positions must be submitted to the Career Tracks Governance Committee for review and approval.

### **3. UCOP Local HR Chief Human Resources Officer (CHRO)**

Responsible for reviewing and approving classification exceptions Below Manager 3 and/or requesting approval for exceptions Below Manager 3 from the Vice President – Systemwide HR.

## **C. Classification (Position Evaluation) Process**

The classification process is managed by UCOP Local HR Compensation. To assign the proper classification, Compensation will evaluate a position description against defined job standards based on key duties and responsibilities, skills and knowledge required for competent performance of the position, and minimum requirements for the position.

Classification determinations will be made and communicated to the division/department.

### **1. New Positions**

Before a recruitment for a new position is initiated, the manager must: 1) Generate and secure approval for Position Control (including budget). and 2) submit a position description with the job code, job title, and required supporting documents to UCOP Local HR Compensation for review and classification.

### **2. Current Positions**

If there are changes to the key responsibilities of a current position, the manager must update the position description and submit it with required supporting documents to UCOP Local HR Compensation to determine whether the position's classification should change.

An employee may request a classification review through their supervisor/manager. If an employee requests a review, their manager will submit the current position description to UCOP Local HR Compensation for review. When the review is complete, Compensation will provide the manager with the results of the review and the manager will notify the employee.

### **3. Reconsideration Process**

A request for reconsideration of a classification determination may be submitted to the UCOP Local HR CHRO. The request must include a summary of the rationale for the request and applicable supporting documents.

If a Manager 3 or Above classification determination is rejected by the Career Tracks Steering Committee, the determination may be appealed to the committee of systemwide CHROs for consideration. These appeals are managed by Systemwide

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HR Compensation. Decisions made by this committee are final.

### III. COMPLIANCE/RESPONSIBILITIES

#### A. Implementation of the Procedure

The UCOP Local HR CHRO is the Responsible Officer for this procedure and has the authority, in consultation with the appropriate UCOP leadership, to implement the procedure. The Responsible Officer may develop other supplementary information to support the implementation of this procedure.

These procedures apply to all units under the jurisdiction of UCOP, including UCPATH.

#### B. Revisions to the Procedure

UC local procedures supplement [systemwide Presidential policies](#). When a systemwide policy is updated, the corresponding local procedure will be updated accordingly.

The UCOP Local HR CHRO has the authority to initiate revisions to the procedure and ensure that procedures are regularly reviewed and updated, consistent with other UC policies, procedures, and applicable law.

#### C. Approval of Actions

All actions applicable to employees covered by this procedure that exceed this procedure (i.e. exceptions) must be approved by the UCOP Local HR CHRO, consistent with the requirements of the applicable systemwide policy. Requests for exceptions to the applicable systemwide policy must be made to the officer described in that policy.

#### D. Compliance with the Procedure and Applicable Systemwide Policy

If there is a conflict between a local procedure and a systemwide policy, the content of the systemwide policy governs. Individual departments may maintain documented processes applicable to their internal operations or activities, but those processes may not conflict with this procedure or the applicable systemwide policy.

The CHRO of UCOP Local HR is responsible for the administration of this procedure.

### IV. RELATED INFORMATION

- [PPSM-36](#): Classification of Positions (referenced in Section I)
- PPSM [62](#), [63](#), and [64](#) (referenced in Section III.E)
- [PPSM-2](#): Definition of Terms
- [PPSM-2.210](#): Absence from Work
- [PPSM-21](#): Selection and Appointment
- [PPSM-30](#): Compensation
- [PPSM-36](#): Classification of Positions
- [UCOP](#) Delegation of Authority Matrix

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### **V. REVISION HISTORY**

**May 5, 2025:** Revisions made to:

- Streamline and clarify the information provided
- Eliminate redundancy
- Reorganize content
- Update web links and office titles
- Ensure compliance with Web Content Accessibility Guidelines (WCAG) 2.0

**May 1, 2014:** Initial issuance of procedure