36/Classification of Positions

I. REFERENCES AND RELATED POLICIES
UCSD Implementing Procedures (HR-S-1) - 36/Classification of Positions

II. POLICY
Casual-restricted positions are classified on the basis of duties and responsibilities assigned and exercised. Each position is assigned a class title that is used on official records and publications. As duties and responsibilities change, the position may be reclassified. The Career Services’ Employment Services has been delegated responsibility for classifying casual-restricted positions by the Human Resources Department. Department heads shall obtain approval of classification designations from the Career Services’ Employment Services when a new position is to be established or when there is a significant and permanent change in the duties and responsibilities of an existing position. This approval shall be obtained prior to any commitment to the concerned individual. Positions previously classified by the Career Services’ Employment Services may be resubmitted provided that the job duties, responsibilities and qualifications of the positions remain the same. Departments can submit these classified positions with the previously approved classification designation.

III. PROCEDURES
A. New or Replacement Positions
The supervisor prepares a job description for new or replacement positions and routes it to the hiring authority for departmental approvals. The hiring authority routes the description to the designated departmental person who is responsible for its on-line entry into the Career Services’ Employment Services’ jobs database. Newly appointed in a casual-restricted position shall be established between the minimum and the midpoint of the salary range, subject to availability of funds and internal equity considerations. Appointments above the range midpoint require approval by Career Services’ Student Employment Office.

B. Reclassification of Existing Positions
1. Once a position is occupied, the incumbent and supervisor will periodically review the job description to ensure that it describes the responsibilities and types of duties assigned. In the event of a significant and permanent change, a new Job Description shall be prepared and forwarded, along with any required supplemental materials, to the Career Services’ Employment Services for a classification review. Appropriate departmental signature approval and the incumbent’s signature shall be obtained prior to submission.

2. Dependent upon the date of receipt and approval of the request, the effective date of a reclassification of an existing occupied position shall be the first day of the next bi-weekly or monthly pay period depending on the incumbent’s pay schedule. The Career Services’ Employment Services will advise the department of the outcome of the classification review and the supervisor will notify the student employee.
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IV. RESPONSIBILITY
Refer to http://www-hr.ucsd.edu/~qwl/policies/index.html#policy36

NOTE: This section is provided in the UCSD Implementing Procedures and is not applicable to casual-restricted appointments.