36/Classification of Positions

I. REFERENCES AND RELATED POLICIES
   A. UCSD Implementing Procedures 20 – Recruitment
   B. UC PPSM 36 - Classification of Positions
   C. How to Classify or Reclassify a Staff Position

II. POLICY
   Staff positions are classified on the basis of duties and responsibilities assigned and exercised. Each position is assigned a class title, which is used on official records and publications. As duties and responsibilities change, the position may be reclassified. The Human Resources Department has responsibility for classifying positions except where such authority is specifically re-delegated. Department heads shall obtain approval of classification designations from the Human Resources Department 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.

III. PROCEDURES
   A. New or Replacement Positions
      The supervisor prepares a Job Description for new or replacement positions. If a department has a position filled by more than one incumbent performing the same duties and responsibilities, and reporting to the same supervisor, a Master Job Description may be established, representing all incumbents assigned to the position. Job Descriptions are electronically submitted via Joblink. Express processing is used when Job Descriptions are not required, and for short-term appointments of less than five months (please reference UCSD Implementing Procedures 20/Recruitment).

   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 for a classification review. Appropriate departmental signature approval shall be obtained on print copies of the document prior to electronic submission and maintained in department files.
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2. The effective date of a reclassification of an existing occupied position is established by the date of electronic submission of a written request for review of a revised Job Description to the person designated as having classification authority. Requests received on the first working day of a calendar month will have an effective date of the first of that month. Requests received after that day will normally be effective the first of the following month. The supervisor will be advised regarding the outcome of the classification review and the supervisor will notify the employee.

3. Employees may appeal classification decisions by submitting a written request to the Assistant Vice Chancellor - Human Resources within thirty (30) calendar days after the classification decision is known.

4. Employees may appeal a supervisor’s decision not to submit a reclassification request to the Assistant Vice Chancellor-Human Resources within thirty (30) calendar days after the decision is known.

IV. RESPONSIBILITY
The Assistant Vice Chancellor - Human Resources is responsible for establishing job classification review procedures and allocating positions to established classes, except where such authority is specifically re-delegated.

Department heads are responsible for determining the essential functions and requirements of positions in their departments and ensuring job descriptions are established and maintained in accordance with this policy.