

## REQUESTING A RECLASSIFICATION

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### SUMMARY

This procedure explains how to request a reclassification of an employee's position.

A classification is defined as a grouping of positions that are of approximately equal complexity and responsibility, which require the same general qualifications, and that can be equitably compensated within the same range of pay. An inventory of all positions in the County service and all the classifications for those positions are maintained in the County's Classification Plan. Distinctions among occupations are based upon minimum qualifications, the kind of work, and the level of work assigned to individual positions. Duties and responsibilities assigned to incumbents can change. Among the reasons for these changes one may find reorganizations, significant technological innovations, changes in the work assigned to a unit or a gradual increase or decrease in responsibilities assigned to employees. It is important to distinguish between changes in the duties and responsibilities assigned to a position and the relative efficiency or superior performance of an employee doing the work. Further, in order to warrant a classification upgrade, the level of duties and responsibilities should increase significantly. Reclassifications should not be sought to upgrade or reward exemplary performance.

### PROCEDURE

1. Either an employee or a department may request a reclassification. The Personnel Rules for the Classified Service require department directors to report to the Human Resources Department significant changes to a position's duties and responsibilities as a result of adding, modifying or removing assignments.
2. The employee should prepare a Request for Classification Action (RCA) form (located on the Human Resources Department's website) and thoroughly describe the duties and responsibilities currently assigned to the position. For middle and upper management position reviews, the Position Questionnaire (also located on the Human Resources Department's website) should be used.
3. The employee's immediate supervisor or Departmental Personnel Representative (DPR) must review and sign the RCA attesting to the accuracy of the job description and the other information on the form.
4. Per bargaining unit contracts, the departments have 20 days from the time they receive a completed RCA to submit an employees' reclassification request to Human Resources Department, Compensation for review and analysis.
5. The completed RCA should be sent to the Departmental Personnel Representative (DPR) for further departmental review. Since the Personnel Rules for the Classified Service require notification of significant changes to a position, the DPR's transmittal should include a memorandum from the department director or the department director's designee indicating confirmation of the changes that have impacted the position and an assessment of the effect on the resulting level of responsibility. Some bargaining unit contracts require the

forwarding of classification requests within a specified time period. DPRs should familiarize themselves with these requirements.

6. The DPR should forward the request to the Human Resources Department, Compensation Section, using the appropriate Request for Approval memorandum. One memorandum is for employee initiated requests and the other is for department initiated requests, and both are available on the HR website.
7. A compensation specialist in the Compensation Section reviews the RCA and analyzes the changes in assigned duties in comparison to the job specification for the current and proposed classification, other classifications in the County service or other organizations. In some cases, the compensation specialist may conduct a field audit with the supervisor and employee to seek clarification or obtain additional information.
8. The Compensation Section's determination is transmitted in writing to the department. If the reclassification is denied, the appeal procedures for employees in the classified service will be outlined in a memorandum to the employee. Employees in classifications exempt from the classified service are not entitled to appeal when a reclassification is denied. When reviewing exempt positions, reconsideration of a classification determination is at the discretion of the Director, Human Resources Department.
9. If a change in pay is appropriate, the department is responsible for preparing a Personnel Change Document (PCD) for exempt classifications. This will change the department's table of organization. Standard promotional increase rules apply to classified positions that have been upgraded, and the classification action memorandum serves as the PCD.
10. If review of a filled position results in a downgrade, the incumbent may either exercise classified service rights or accept the demotion. By accepting a demotion, the incumbent relinquishes all classified service rights to the original, higher classification. A reclassification downward may be appealed; however, the employee must first make a choice and the decision must be effectuated.

### **Classification Appeals**

1. The employee or department director affected by the classification or reclassification of a classified service position may request a review of the classification decision by submitting a written request to the Director, Human Resources Department within fourteen (14) working days of the receipt of notification of the decision.
2. The Director, Human Resources Department shall designate an appeals officer to review the classification decision.
3. Within thirty (30) days, the appeals officer will schedule the employee/department representative for a classification appeal hearing. The Department Personnel Representative (DPR) and/or any other interested parties may provide information concerning the duties of the position.
4. The appeals officer will submit his/her findings and recommendations to the Director, Human Resources Department.
5. The classification decision may be revised or upheld by the Director, Human Resources Department.
6. The decision of the Director, Human Resources Department is final and binding to all parties and will be transmitted to the employee and the department director in writing.

Procedure Number: 405  
Effective Date: 12/14

**CONTACT(S):**

**Department/Division**

Human Resources Department, Labor and Compensation

**REFERENCE DOCUMENT(S):**

Personnel Rules for the Classified Service