



**Pima County Community College District
Administrative Procedure**

<i>AP Title:</i>	Cyclical Review of Job Classification
<i>AP Number:</i>	AP 1.25.03
<i>Adoption Date:</i>	11/5/09
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	9/12/11, 12/6/18
<i>Revision Date(s):</i>	9/12/11, 12/6/18
<i>Sponsoring Unit/Department:</i>	Human Resources
<i>Policy Title(s) & No(s):</i>	Personnel Governance and Policies for College Employees, BP 1.25
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

The College’s classification system allows for a periodic systematic and broad review of job families and classifications. The review is undertaken to ensure that classification of the job groups continue to appropriately meet current and on-going operational needs of the College. The review process includes the evaluation of administrative, exempt and non-exempt positions. The review is based on an analysis by Human Resources to determine if job duties have evolved over time due to changes in technology, programs, operations, or reassignment. This process may result in reclassification of positions and captures jobs that are newly established or otherwise changed. Each supervisor is responsible for ensuring staff duties remain within the parameters of the position’s assigned classification.

SECTION 1: Definitions

Classification Specification

A classification specification identifies the essential duties, decisions, responsibilities, knowledge, and skills required for a job within a job family. This description is based on the decision band method of job evaluation. Classification also reflects meaningful differences in the level of work within in each occupational group.

Cyclical Review

A periodic, systematic and broad review of job families and classifications.

Decision Band Method™

The Decision Band Method™ of position classification focuses on work performed and decision making required, not the attributes of an incumbent. The process focuses on the duties and class responsibilities, supervisory responsibilities, and difficulty and complexity of typical duties, including essential skills, knowledge required to perform the job, consequences of error, and other related factors.

Job Classification

Job classification is a description that accurately reflects essential duties and responsibilities, knowledge, skills and physical requirements, while providing flexibility in the assignment of specific duties based on operating department or work unit requirements.

Job Family

A job family includes jobs that involve work of the same nature but that require different skills, decision making and responsibility.

Reclassification

Reclassification can be a result of the Cyclical Review process, which may result in an official change of a job from one classification to another due to a significant stable change in the duties, decision-making authority, and responsibilities of the job. Reclassification can result in a change to a lower, higher, or the same classification level.

SECTION 2: Process and Procedures

Cyclical Review occurs annually, and captures identified job families based on the published schedule, which is available on the College web site. Review is directed to the evaluation of job classifications within job families, based on submissions of the Classification Cyclical Review (CCR) form, as submitted by the Executive Administrator overseeing the area in the scheduled job family.

Cyclical Review

1. The Vice Chancellor for Human Resources is responsible for establishing a review cycle for each job family in the College's classification system. The review cycle is updated annually and is published on the College web site.
2. Human Resources staff sets the schedule of informational meetings prior to the start of each review cycle. Supervisors will be afforded training in the College's classification system.
3. Human Resources staff will notify the Executive Administrators of the job classifications under study, the timeline for the study, and the positions assigned within their respective campus/district office. The Executive Administrator will notify each supervisor responsible for the work of the unit/area of the need to complete the study review.
4. The supervisor meets with his/her employees assigned to the classification under study (individually or as a group). This meeting is to determine if there have been changes in duties, responsibilities or the necessary knowledge, skills and abilities to warrant revision to the classification specification. The supervisor will complete the Classification Cyclical review form noting any changes identified for all employees, and submit the changes to his/her Executive Administrator.
5. The Executive Administrator will review the supervisor's comments/changes and indicate agreement or disagreement with the identified changes. They may also identify other additional changes in job responsibilities or duties required to perform the work, then sign the document and submit to Human Resources.
6. Upon completion of the analysis of class specifications in the Cyclical Review process, Human Resources staff will summarize the results, make recommendations, and submit the information to the job evaluation committee for review.
7. The Chancellor selects members of the job evaluation committee to reflect the College as a whole. Members of the job evaluation committee will review the revised class specifications using the Decision Band Method™. Committee members will be advised regarding Human Resources policies and meeting times established during the review period.

8. The Vice Chancellor for Human Resources will review committee input, agree or modify the committee's recommendations, or request additional information, and submit the results from the Cyclical Review to the Chancellor for final approval. Human Resources staff will notify employees in the job family of the outcome of the Cyclical Review process in writing. Any changes to the class specifications will apply to all positions as classified.
9. Upon approval of the revised class specifications, the class specifications are sent to the relevant Executive Administrator(s). At this time, the Executive Administrator has the option to identify any individual positions for study performing duties outside of the newly revised classification. A study of positions recommended for reclassification is conducted by Human Resources. Supervisors or administrators may request a position review for an individual job when significant changes have occurred. The Vice Chancellor for Human Resources or his/her designee determines if an additional review is warranted. Each participant will be notified of the results of the position review.
10. Changes in a position's classification resulting from the individual position study that involve a compensation adjustment is assessed by the Vice Chancellor for Human Resources and is effectively retroactive to the date that the change in responsibilities took place, as documented by the start of the cyclical review study. The procedure for employee classification placement is defined in the respective personnel policy statement.
11. After any position changes have been approved by the Chancellor, Human Resources staff will notify each employee of the outcome of the Cyclical Review process in writing. Supervisors and administrators are also provided with notice in the event of a change. If changes are not approved by the Chancellor due to financial constraints, Human Resources staff will notify the Executive Administrator(s).
12. Revised or updated class specifications resulting from cyclical review studies are effective upon completion of the study.

SECTION 3: Outcomes

The College's cyclical review process provides an objective, structured and consistent method for determining individual job classifications. This is based on

decision-making authority associated with essential duties and responsibilities, knowledge and skills.