

Section: Classification Review Process

Adoption Date: 8/15/19

Revision Date:

Sponsoring Unit/Department: Human Resources

Classification Review Process

All administrator and staff job classifications are reviewed every three years as part of the Cyclical Review Program. Incumbent employees in positions reviewed in a fiscal year are notified of the review status prior to the end of the fiscal year in which a study is conducted.

Action Steps:

Individual Position Review

If an employee or the supervisor believe the duties and responsibilities of a position have permanently and significantly changed in scope and responsibility as a result of, but not limited to, process changes, reorganization of a work unit or consolidation of work unit duties, a formal request for a position review may be initiated. The form can be found on the Intranet under HR.