

UC Davis Personnel Policies for Staff Members

Compensation

Section 36, Classification of Positions

Date: 4/10/11

Supersedes: 1/23/01

Responsible Department: Human Resources

Source Document: UC PPSM 36

36.B CLASSIFICATION REVIEW

Note 1--Class Specifications. Compensation Services establishes classification specifications and standards. They are available on the World Wide Web at <http://www.hr.ucdavis.edu/salary>, or from the campus and UCDHS Compensation Services units.

Note 2--Classification Review. Every staff member has the right to have his or her position description reviewed for appropriate classification level. It is management's obligation to ensure staff are appropriately classified and compensated for the work they perform. The classification of a position must be reviewed prior to recruitment if the duties have changed. It must also be reviewed when a position description is updated, when there is a request for reclassification, or when there is a request for an administrative stipend.

Note 3--Position Description Form. The campus uses the PeopleAdmin Management system for creating PSS and MSP position descriptions. Position description forms are available on-line in the tools and resources at:

<http://www.ucdmc.ucdavis.edu/hr/hrdepts/compensation/>

Note 4--Effective Date of Reclassifications. The effective date of an upward or lateral reclassification is the first of the month after the date Compensation Services received the complete classification review request. Downward reclassifications take effect as soon after the classification decision as possible, but no later than 6 months after the decision. Downward reclassifications may not take effect retroactively, nor less than 30 days after the incumbent was notified that the position was under review. See Policy 30 regarding effect on salary.

Note 5--Authority. The department head has the authority to define the job tasks, functions, skills, knowledge, and abilities for use in the position description. The authority to determine classification, collective bargaining unit, and FLSA exemption status is delegated to the individual identified in DA 2075 (Compensation Services Analyst) for PSS and MSP titles.

Note 6--Out of Classification Assignment (Stipend). A career employee may be temporarily assigned the responsibilities of a higher classification, and compensated with a stipend. Policy and UCD Procedure 30.I describes the process for setting up a stipend.

Note 7--Supervisory Titles. Supervisor class titles are used when the incumbent supervises more than one subordinate, and exercises at least three of the following six functions: hiring; performance evaluation; work assignment; merit increase, promotion, and reclassification authority; discipline and discharge; complaint and grievance resolution. For more information, see Supplemental Guidelines for Supervisor Classes, available on the web at <http://www.hr.ucdavis.edu/salary>.

UCD PROCEDURE 36.1--PSS AND MSP CLASSIFICATION REVIEW

The campus and UCDHS Compensation Services units perform classification reviews for all PSS and MSP exclusively represented class titles.

- a. A department identifies the need for classification review and notifies the incumbent of the proposed review. Alternatively, an employee identifies the need and makes a request for classification review to his or her supervisor.
- b. The department completes a position description using the position management system and submits it to Compensation Services.
- c. An analyst in Compensation Services determines the proper classification. The analyst compares the position description to the class specifications. The analyst considers the duties, level of responsibility, and supervision received and exercised. The analyst may consult with campus experts, visit the job site, or interview the incumbent and supervisor.
- d. Compensation Services notifies the department head of the decision and effective date.
- e. If required by a collective bargaining agreement, Human Resources provides notice of its decision to the union.
- f. If there is an upward or lateral reclassification into a critical position, a criminal history and fingerprint check is required. See Policy 21 and UCD Procedure 21, Exhibit D, for more information.
- g. If there has been a change in classification, the department determines the new salary, in accordance with the applicable policy or collective bargaining agreement.
- h. Campus only: The department notifies the employee of the classification results. If a change has occurred, the department enters the appropriate payroll/personnel system transactions.
- i. UCDHS only: If a change has occurred, the department returns its authorization and new salary amount to Compensation Services. When the appropriate payroll/personnel system transactions have been entered, Compensation Services notifies the employee.
- j. A department or employee who disagrees with the classification decision may request reconsideration. The request must be sent to the Compensation Manager within 30 calendar days of the date on which the decision was issued. Policy and UCD Procedure 70 is no longer used for such requests.