

UC Davis Personnel Policies for Staff Members

Compensation

Section 36, Classification of Positions

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Responsible Department: Human Resources

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36.B CLASSIFICATION REVIEW

Note 1--Class Specifications. Compensation Services establishes classification specifications and standards for Professional and Support Staff (PSS) classes. They are available on the World Wide Web at http://www.hr.ucdavis.edu/Comp_Ben/Compensation, or from the campus and UCDHS Compensation Services units.

Note 2--Compensation Advisory Committees. The Associate Vice Chancellor--Human Resources may appoint advisory committees. They review compensation and employment practices, policies, and initiatives.

Note 3--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 4--Position Description Form. The position description forms are available on the Web at <http://www.hr.ucdavis.edu/Forms> (campus) and <http://hr.ucdmc.ucdavis.edu/forms/forms.htm> (UCDHS).

Note 5--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 6--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 Compensation Services for PSS titles, and to the Associate Vice Chancellor--Human Resources for Manager and Senior Professional (MSP) titles. Compensation Services may redelegate its authority as needed.

Note 7--Out of Classification Assignment (Stipend). A career employee may be temporarily assigned the responsibilities of a higher classification, and compensated with a stipend. Acting appointments are no longer used. Policy and UCD Procedure 30.I describes the process for setting up a stipend.

Note 8--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/Comp_Ben/Compensation.

The authority to make exceptions to these guidelines has been delegated to the campus and UCDHS Employee & Labor Relations Managers.

UCD PROCEDURE 36.1--PSS CLASSIFICATION REVIEW

The campus and UCDHS Compensation Services units perform classification reviews for all PSS and 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 form. The department attaches an organization chart, vacancy listing or description of the change in duties, and any other relevant material and sends the packet to Compensation Services. If required, the packet is sent via the dean or vice chancellor (campus) or associate director (UCDHS).
- c. An analyst in Compensation Services determines the proper classification. The analyst compares the job description to the class specifications. The analyst considers the duties, level of responsibility, and supervision received and exercised. The analyst may consult with an advisory committee, 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.

UCD PROCEDURE 36.2--MSP CLASSIFICATION REVIEW

The Associate Vice Chancellor--Human Resources determines the appropriate class title and salary grade for all MSP positions.

- a. The supervisor sends a memo proposing a change in the salary grade of an MSP position (with

position description, organization chart, and other relevant information attached) to the vice chancellor or dean (campus) or associate or assistant director (UCDHS). Campus: The vice chancellor or dean sends the memo to the Associate Vice Chancellor--Human Resources. UCDHS: The associate or assistant director, or department chair, sends the memo to Compensation Services.

- b. UCDHS only: Compensation Services attaches an analysis and recommendation and forwards to the Associate Vice Chancellor--Human Resources.
- c. The Associate Vice Chancellor--Human Resources assigns the position to a salary grade, based on the level of management or professional responsibilities, including (1) management nature of the work; (2) reporting relationships; (3) accountability; (4) experience and knowledge required; (5) original thinking and innovation required; (6) resource management; and (7) comparison to other MSP positions.
- d. The Associate Vice Chancellor--Human Resources (campus) or Compensation Services (UCDHS) advises the requestor of the classification decision.
- e. If there is movement into a critical position, a criminal history and fingerprint check is required. See Policy 21 and UCD Procedure 21, Exhibit D, for more information.
- f. If there has been a change of salary grade, the department determines the new salary in accordance with applicable policy.
- g. Campus only: The supervisor notifies the employee of the decision. If a change has occurred, the department enters the appropriate payroll/personnel system transactions.
- h. UCDHS only: If a change has occurred, the department sends its authorization and new salary amount to Compensation Services. When the appropriate payroll/personnel system transactions have been entered, Compensation Services notifies the employee.