RECLASSIFICATIONS B025

01/01/2007

PURPOSE

To provide guidelines for the reclassification of Administrative/Professional positions.

DEFINITIONS

Reclassification  The process by which an established A/P position is modified to appropriately reflect significant changes (increases or decreases) in job duties and responsibilities.

POLICY

Reclassification of an existing A/P position may be initiated by the supervisor at any time. Reclassification is limited to situations in which the nature and scope of the current job description have changed significantly and the execution of the modified duties would not be consistent with the existing job description, classification and/or grade.

Broad programmatic changes, either through the addition or deletion of A/P duties and responsibilities, may qualify for position reclassification. However, changes in A/P responsibilities, such as committee appointments, special assignments, or routine procedures changes, do not necessarily qualify as grounds for position reclassification. In cases involving reclassification of a vacant existing position, the position is considered new and is subject to standard posting and recruitment practices (see Recruitment, Selection and Placement Policy B030).

PROCEDURE

Upon determination by the supervisor of the need to reclassify an existing A/P position, an online position requisition must be submitted.