



CYCLICAL RECLASSIFICATION PROCESS

The reclassification process follows article 17 of the [California School Employees Association \(CSEA\) Chapter #251 collective bargaining agreement](#). Per article 17.5.2 classified positions are reviewed by job family, on a four year cycle. During this process individual members and supervisors will have the opportunity to contribute to the review of the positions by submitting a questionnaire related to the duties and responsibilities of the affected jobs. While a compensation review is part of the process, a reclassification does not necessarily guarantee a salary increase.

Timeline:

Upon mutual agreement, this timeline may flex to accommodate extenuating circumstances or situations beyond our collective control. Should timeline exceed the beginning of effective fiscal year, salary changes will be retroactive to July 1 of the appropriate year.

May	Staff in affected job families are notified their position will be reviewed. CSEA also notified.
May-June	Staff in affected job families submit the <i>Reclassification Questionnaire - Staff</i>
July 1 (current FY)	Classification review period begins.
July-Feb	Classification review is conducted.
Feb-March	Approved reclassified job descriptions sent through the regional CSEA 610 process.
April	Sent to Superintendent/President for approval.
May	Locally ratified by CSEA
June	Sent to Board of Trustees for approval.
July 1 (following FY)	Positions approved for reclassification become effective.

**Unless otherwise stated, deadlines are the last working day of the month.*

Classified Staff Questionnaire:

[Reclassification Questionnaire - Classified Staff](#)

Supervisor Questionnaire:

[Reclassification Questionnaire – Supervisor](#)

Classification Review

A classification review typically includes, but is not limited to:

1. A review of an underline/strikeout job description illustrating proposed changes
2. Interview with the incumbent to obtain information about their duties and responsibilities. A CSEA representative may be present during this interview upon request of the member.
3. Interview with the incumbent’s supervisor to obtain information about their duties and responsibilities.
4. A compensation review/analysis. Such an analysis may include:
 - a. A review of external market pressure
 - b. A review of similarly situated positions
 - c. Internal external equity/parity analysis
 - d. A review of available salary studies

Qualifying Criteria

The decision to reclassify a position is determined by the degree of the following factors:

- Required skills, knowledge and abilities
- Increase in required experience and education
- Broadened scope of responsibility
- Accountability
- Increase in job complexity
- Working conditions
- Supervision given or received
- Impact of decisions
- Scope and effect
- Physical demand or skill

Upon review of the factors listed above, it may be determined that based on the totality of the circumstances, the reclassification of a position may be warranted:

1. If a significant change in the level of one or more of the aforementioned factors occurs, as directed by their supervisor, and the change is intended to be permanent.
2. If not performing these functions would be detrimental to the operation of the department.
3. If it is determined that the position was originally under-classified.
4. If the job description does not accurately reflect the assigned duties. (Note: Generic job descriptions are designed to encompass an entire job classification and specific job duties will be at the same level, but may differ in kind).
5. If the salary is determined not to be competitive. (Note: Not all reclassifications warrant an increase in pay).



A reclassification may be unwarranted:

1. If there is an increase in the volume of work currently performed.
2. If functions are already listed in the current job description.
3. If the employee is performing a function or function(s) outside the scope of the current job description without the knowledge of or direction of the supervisor.
4. If it is viewed as a reward for superior performance.
5. If additional assigned duties are at a comparable level and do not affect the degree of complexity, accountability, etc. of the position.
6. If it is determined that the duties are not congruent with district goals and policies, reassignment of duties may be more appropriate than reclassification.
7. If the position was previously reclassified within the four-year cycle.

Determination

Upon completion of the classification review and analysis of qualifying criteria, the District will produce a final packet of information which may include, but is not limited to:

1. Member Response to the Questionnaire
2. Supervisor Response to the Questionnaire
3. The Compensation and Classification Review
4. The job description revisions if any
5. District Determination

Following the review of the information, CSEA will decide whether or not to bargain the changes prior to the 610 review.