

CLASSIFICATION/RECLASSIFICATION PROCEDURE CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

REQUESTS FOR CLASSIFICATION REVIEWS

Requests to review the classification of positions may be initiated by the manager with responsibility for the positions or by incumbents of positions and should be addressed to the Office of Human Resources.

Classification review requests must include current job descriptions and organization charts. Job descriptions will be dated and signed by the incumbent employee, his/her supervisor, the Dean/Department Head and the appropriate Cabinet Officer. Signatures are to verify accuracy and completeness of the description. Organization charts must be dated and signed by the appropriate administrator.

Desk audit/reviews with the incumbents and discussions with the supervisors/managers and others will be scheduled as necessary.

RESPONSE TIME AND FREQUENCY OF REQUESTS

RECLASSIFICATION ANALYSIS - SUPERVISOR SUPPLEMENTAL QUESTIONNAIRE

The appropriate supervisor must complete the Reclassification Analysis – Supervisor Supplemental Questionnaire available on the HR forms website at the following link:

<http://www.csub.edu/BAS/hr/documents/CSUBSupervisorReclassQue.pdf>

This document provides additional information for consideration regarding the reclassification request.

APPEALS OF CLASSIFICATION DECISIONS

CSUB has available classification appeal procedures consistent with the Memoranda of Agreement currently in effect. The Classification Appeal Form is available on HR forms website at the following link:

<http://www.csub.edu/BAS/hr/documents/CLASSIFICATIONAPPEALFORM.pdf>

Please see individual contracts or contact the Human Resources Office for details.