

**EAST BAY REGIONAL PARK DISTRICT
HUMAN RESOURCES POLICIES & PROCEDURES #10
POSITION RECLASSIFICATION POLICY**

OVERVIEW

DATE: July 17, 2000

Introduction The intent of this policy is to identify and standardize the process for requesting a position reclassification review.

In this policy This policy and procedure covers the following topics:

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GENERAL POLICY

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<u>Policy Statement</u>	<p>The intent of this H.R. Policy and Procedure is to identify and standardize the process for requesting a position reclassification review.</p> <p>The General Manager has the authority to initiate, at anytime, a study to determine the appropriateness of any position's classification allocation. An employee also has the right to request from a supervisor such a review.</p>
<u>Responsibility</u>	<u>Action</u>
<u>Employee</u>	May submit a request for reclassification review. By March 15 th of each year, employee must submit to their immediate supervisor, who in turn will submit to their Manager, supporting documents consisting of a memo of request and a completed reclassification questionnaire.
<u>Manager</u>	Will evaluate the request and respond in writing to the employee indicating either support or non-support for the request. If the request is supported, a memo of support outlining the reasons for the recommendation along with the reclassification questionnaire and other supporting documentation will be sent to the AGM. If the Manager is the initiator of the request, this would be the first step of the process.
<u>AGM</u>	Will evaluate the request and respond in writing to the Manager indicating either support or non-support of the request. If the request is supported, all information will be forwarded to the Human Resources Manager. By April 15 th of each year, all recommendations must reach the Human Resources Manager in order for the review to be considered during that year.
<u>H.R. Manager</u>	Will evaluate all requests and supporting documentation submitted. Once this assessment has occurred, the Human Resources Manager will notify the AGM whether the recommendation will be forwarded for formal evaluation. If the reclassification request is recommended for formal evaluation, the reclassification review will be conducted by an individual or organization

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designated by the Human Resources Manager. Recommendations resulting from this review will be provided to the Human Resources Manager. After an analysis, the results will be forwarded to the Assistant General Manager of Management Services, the General Manager, and Union Representatives for review.

General Manager

Will evaluate the results of the reclassification review. If the General Manager approves the reclassification recommendations, affected employees and their managers will be notified of the results and will be given at least two weeks in which to respond. Any and all disagreements with the results of the recommendation must be resolved prior to submission to the Board of Directors. If the results of the study cannot be resolved, the recommendations may be submitted to the Board of Directors, at the discretion of the General Manager.

Once the response period is over, the reclassification evaluation will be submitted to the Board of Directors for consideration in conjunction with the annual budget review and approval process, if an approval of a salary increase is necessary. If an increase in salary is not necessary, job specification changes will be approved by the General Manager.

It is recognized that reclassifications are different from promotions, therefore, the process that is utilized will be different. If an individual is reclassified and will receive an increase in salary, the following process is to be utilized:

When regular employees are reclassified, they shall be placed at the same step of the new range. For example, an employee at "A" step who is subsequently reclassified would be moved to "A" step of the new range. An employee at "C" step would be moved to "C" step of the new range.



East Bay Regional Park District

HUMAN RESOURCES DIVISION

July 27, 2007

TO: Assistant General Managers

FROM: Susan Gonzales, Human Resources Manager

SUBJECT: Classification Review Standards

In an effort to provide clarity on circumstances warranting a classification review, below are guidelines to assist you in the evaluation of requests initially presented to your office. For consideration, requests for job audits or classification reviews must meet one or more of the following standards:

- Positions affected by extensive and immediate changes of a work unit such as a restructuring of the mission or function of the work unit; or changes in the methods, processes, technology or equipment used in the performance of a given job or job function. Such changes should represent sudden and significant departures from the previously existing job situation as opposed to gradual, “generational changes.” Employees so affected will typically experience immediate and significant changes in the level of *skills* and the *abilities* necessary for the performance of their job.
- Positions markedly affected by the reorganization of a department or division; the combination or readjustment of duties, functions and responsibilities of two or more jobs in a work unit; other instances of comprehensive organizational change which significantly affect job content and which take place with little or no transition period for the employees involved.
- Gradual changes in a position over an extended period of time which result in substantive and identifiable changes in the skills and/or abilities necessary for job performance. Some examples of factors which may produce such effects are: changes in duty assignments; changes in size or the work unit; gradual revisions to work methods and processes; gradual changes in equipment, machinery and technology in the performance of the job. Requests for job audits or classification reviews submitted for such reasons will typically require close and critical evaluation to insure that changes in performance dimensions (knowledge, skills, ability, responsibility, working conditions, etc.) have in fact occurred to a significant degree.

The following are examples of situations which, if determined to be the principal reason(s) for the job audit or classification review, will result in no further processing of such requests:

- Attainment of additional education or skills such as completion of select courses, college degrees, special program, training, etc.
- Attainment of special licenses, certification, or registration for a given occupational field when such is not otherwise required by the District.
- Quantitative increase in workload; i.e., more frequent performance of the same job task(s).
- Requests related primarily to employee's length of service and/or quality of job performance.
- Requests from positions represented by a bargaining unit related *primarily* to adequacy of salary level; matters of this kind are reserved for consideration and possible adjustment during labor negotiations.

Procedures for evaluating requests should start with the employee preparing a written detailed statement explaining: 1) what changes have taken place in the position to change the level of duties and responsibilities and related performance dimensions; 2) identify the new requisite skills and/or abilities; and 3) over what period of time such changes have occurred. The employee's immediate supervisor should review the prepared material and forward up through the chain of command. Should each supervisor make a determination that the request meets classification review standards, including yourself, please forward the request to me. When it has been decided that a classification review is warranted and budget availability considerations have been satisfied, the necessary investigation and analysis will be performed by the Human Resources Division.

c: Pat O'Brien, General Manager

6. In your opinion, what type and amount of training MUST be possessed ON APPOINTMENT in order to perform your work?

Education:

Experience:

Specialized Training:

Licenses or Certificates:

Other:

7. List the number of employees you supervise by job title and indicate if they are full-time, part-time or seasonal.

