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| 1. **Introduction:** | **Check the appropriate box that identifies the requestor, i.e. employee or manager/administrator. *(Human Resources should be consulted prior to submission of management-requested classification review requests.)* Proceed to Part I.**  ***Please note:* CSUEU employees are able, via their contract, to initiate a request for review of their classification and/or skill level. All other employees in other bargaining units will need classification reviews to be initiated via their Appropriate Administrator, defined as first-level non-bargaining unit supervisor, e.g. MPP, Dept. Chair, etc.** |
| 1. Part I**: Position Information** | **Requestor is to complete the information in the appropriate fields. When complete, proceed to Part II.** |
| * **Employee Name** | **Enter the employee’s full name** |
| * **Empl ID** | **Enter the employee’s CMS Employee ID number, if known.** |
| * **Classification Title** | **Enter the employee’s** *current* **classification title and skill level, if applicable, e.g. Administrative Support Assistant II, Accounting Technician III, Instructional Support Asst I, etc. The employee’s classification title and the corresponding Classification Standards can be found at:** <http://www.calstate.edu/HRAdm/Classification/> **If help is needed in identifying the employee’s classification, please contact Human Resources at x3351.** |
| * **Working Title** | **Enter the employee’s current working title if one is used, e.g. Administrative Assistant, HR Assistant, Residential Life Coordinator, etc.** |
| * **Bargaining Unit** | **Enter the employee’s current Bargaining Unit Number, e.g. Unit 2, 5, 7, or 9 – CSUEU. If the bargaining unit number is not known, refer to the Classification Standards (see link above).** |
| * **Phone Number** | **Enter the employee’s work phone number** |
| * **Department Name** | **Enter the employee’s Department Name, e.g. Facilities Maintenance Services, Social Work, Teacher Education, Housing & Residential Life, etc.** |
| * **College/Division Name** | **Enter the employee’s College or Division Name, e.g. Business & Finance, College of Human & Health Sciences, College of Education, Student Affairs, etc.** |
| * **Appropriate Admin’s Name** | **Enter the name of the employee’s** first level non-bargaining unit supervisor, **e.g. MPP, Dept. Chair, etc.** |
| * **Appropriate Admin’s Title** | **Enter the Title of the employee’s Appropriate Administrator, e.g. Dept. Chair of Social Work, Director of Facilities Maintenance Services, Assoc. Director of Housing, etc.** |
| * **Next Level Appropriate Administrator Name** | **Enter the name of the Next Level Appropriate Administrator that the 1st level Appropriate Administrator reports to, e.g. Dean; Sr. Director; or AVP.** |
| * **Next Level Appropriate Admin’s Title** | **Enter the Title of the Next Level Appropriate Administrator, e.g. Dean, College of the Arts; Sr. Director, EOP; Asst. Vice President, Facilities Services.** |
| 1. Part II**: Rationale for Proposed Change in Classification or Skill Level** | **This section should be completed by the individual initiating the request, i.e. employee or manager/administrator. This text box should contain the rationale, reasons, changes, and justification for a proposed change in the employee’s classification or skill level. Examples:**   * 1. **This position has been assigned new responsibilities in the area of travel requests and claims for the department chair and the department’s faculty (10 FT & 15 PT). These new duties now take up 15% of this position’s time. In addition, this position has assumed lead responsibilities over the new ASA I in our department, which takes 15% of this position’s time. After 2 years in this position, the employee has acquired a higher level of independence, decision making, and a much broader, in-depth knowledge of campus policies and procedures.**   2. **Due to a significant increase and change in departmental programs this position has had to take on support for 5 new faculty and 125 new students, as well as the Principal Investigator for the HUD grant. The increased volume & changes have resulted in increase workload of approximately 35%. In addition, this position has had to take on a much higher level of independence in establishing departmental operating procedures with regard to day-to-day operations and oversight of grant program coordination.**   *If employee-requested,***check the box contained in this section acknowledging completion of Part II. Then forward request to the Appropriate Administrator via email or hardcopy and** send a copy to Human Resources **via email (**[**sgrossschneider@csustan.edu**](mailto:sgrossschneider@csustan.edu)**) or hardcopy. Note: Should the review result in a change in classification and/or skill level, the effective date is normally the first day of the pay period following the date the request for the classification review is received in Human Resources, so please do not delay in sending a copy of your request to HR**. **Keep a copy for your own records.** |
| 1. Part III**: For Administrator Use Only** | **This section is to be completed by the Appropriate Administrator. The Appropriate Administrator should fill in the date the request was received, *if* the request was employee initiated.** *If management requested,* **the Appropriate Administrator should check the box describing the requested action, i.e. classification review or in-range progression. If the latter, Appropriate Administrator should refer to In-Range Progression Guidelines, available at:** <http://www.csustan.edu/HR/Apps-Forms-Policies-Procedures/Documents/InRangeSalryProgGuideProg.doc>  **Managers/Administrators are responsible for revising/updating position descriptions; ideally, employee’s input would be solicited or offered, but it is not a requirement on the part of the employee. Position description updates must include revisions to existing duties and inclusion of any new duties, with corresponding percentages of time. All changes and updates should be identified in some manner, e.g. highlighting, underlining, italicizing, changing font color, etc. The Position Description Form and Guidelines can be found at:** <http://www.csustan.edu/HR/Apps-Forms-PoliciesProcedures/Documents/PositionDescriptionForm.doc>  **and** <http://www.csustan.edu/HR/Apps-Forms-Policies-Procedures/Documents/PositionDescriptionGuidelines.doc>  **The Appropriate Administrator should check the appropriate boxes to identify which attachments are being submitted to Human Resources, i.e. position description and, if applicable, organizational chart. The complete review request should be forwarded directly to Human Resources. It is critical that employee-initiated requests are expedited in order to avoid potential violation of relevant contractual timelines, e.g. employee-requested classification and/or skill level review shall be completed no later than one hundred eighty (180) days after initiation of the classification and/or skill level review procedure. Human Resources should be consulted within two weeks of receipt of an employee’s request for a classification review. It is necessary to have the revised job description in order to complete the review procedure, thus the reason for expediting these documents in a timely manner.**  **The Appropriate Administrator should check the appropriate boxes regarding any potential costs associated with the review and any increase if changes are adopted. Please provide the account numbers to charge for any applicable expenses that may result.** |
| 1. Part IV**: Human Resources Use Only** | **This section is to be completed by Human Resources.** |
| 1. **Review of Classification** | Receipt of requests will be acknowledged by Human Resources and appointments for review will be scheduled as appropriate. The employee shall be notified in writing of the classification and/or skill level review decision and the reason(s) for the decision. ***Should the review procedure result in a change in classification and/or skill level, the effective date is normally the first day of the pay period following the date the request for the classification review is received in Human Resources.*** |

Should you have any additional questions pertaining to these instructions and/or the process please contact the classification & compensation unit:

Stacey Gross-Schneider [sgrossschneider@csustan.edu](mailto:sgrossschneider@csustan.edu) ext. 3383