At Charles R. Drew University, positions are established and classified based on the level and scope of assigned duties and responsibilities as documented in approved job descriptions. Positions with similar duties and responsibilities are grouped together in the same job series. As duties and responsibilities undergo significant changes, positions may be reviewed for reclassification.

Departments may submit a request for classification review for employees whose duties and responsibilities have undergone significant changes. Employees also may request that their assigned duties and responsibilities be reviewed for appropriate classification level. Changes in the following factors may indicate a need for a classification review:

- Position duties
- Essential functions
- Level of complexity and responsibility of duties
- Nature of contacts with others
- Organizational impact of the position
- Level of supervision received and or exercised
- Knowledge, skills, and abilities required to successfully perform in the position
- Special requirements (e.g. changes in required licenses, certificates, or credentials)
- Physical requirements

REFERENCES AND RELATED POLICIES

CDU – APM I.E.00530 (Types of Appointment)
CDU – APM I.E.00490 (Recruitment)
CDU – APM I.E.00540 (Salary)
CDU – APM I.E.00560 (Overtime)
CDU – APM I.E.00460 (Classification of Positions)
A. **AUTHORITY**

Authority for maintaining the position classification system resides with the Department of Human Resources. Staff positions are assigned to a classification title and pay grade on the basis of the work performed and skill and competency requirements of the position. As the core functions and job duties of a position change, a position may be reclassified.

B. **RESPONSIBILITY**

1. It is the responsibility of the Department of Human Resources in conjunction with the department to determine the appropriate title of a position based on various factors (i.e., grants).
2. It is the responsibility of the Department of Human Resources to determine the classification and pay grade of a position, except where such authority is specifically re-delegated.
3. It is the responsibility of Organization Heads (or designees) to:
   a. Determine the essential functions and requirements for positions within their organization and ensure that job descriptions are established and maintained in accordance with this policy.
   b. Submit job descriptions for new or replacement positions to the Department of Human Resources for classification and pay grade determination.
   c. Submit job descriptions where there is a significant and lasting change in the core functions and job duties of an existing position to the Department of Human Resources for classification and pay grade determination. This approval shall be obtained prior to making any commitment concerning reclassification to the employee.

C. **JOB DESCRIPTIONS**

1. Job descriptions shall include:
   a. Summary statement (major purpose of position and its role in the department)
   b. Core functions and essential and marginal job duties
   c. Degree of supervision indicating who assigns work, degree of independence and other guidelines
   d. Requirements (skills, knowledge, ability, physical, and behavioral competencies)
   e. Signatures of the employee, immediate supervisor, and department head on the Job Description
   f. Date when the job description is approved or updated
   g. Current organization chart
   h. Special requirements (e.g., critical position, conflict of interest, licenses, certificates, credentials, etc.)
   i. Physical demands.
2. The incumbent and supervisor review the job description as needed to ensure that it accurately describes the core functions and duties of the position.
D. CLASSIFICATION REVIEW PROCEDURES

1. New or Replacement Positions
   o The organization head or designee prepares the job description for new or replacement positions.
   o Master job descriptions may be used when a department has multiple positions performing the same core functions and duties.
   o The job description is forwarded to the Department of Human Resources for review.
   o The Department of Human Resources in conjunction with the department determines the appropriate classification title and pay grade and notifies the department.
   o When a new or replacement position is to be posted, a job requisition is also submitted.

2. Reclassification of Existing Positions
   a. In the event of a significant and lasting change in the job duties and responsibilities of an existing position, the organization head or designee submits the following to the Department of Human Resources for review:
      1. Current job description
      2. Proposed job description with both management and employee signatures
      3. Cover letter outlining the changes in the position since last reviewed
      4. Organizational chart indicating the position under review
      5. Supplemental information as required (e.g., questionnaire, survey)
      6. Signature of organization head or designee
      7. Last performance evaluation of incumbent
      8. Date of request

3. Classification Review Process
   The Department of Human Resources determines the appropriate classification and pay grade by evaluating the core functions and duties of the position and comparing them to pre-defined job families or classification specifications and comparable positions within the organization and or external to the organization.

Factors considered include, but are not limited to:
- scope of responsibility,
- degree of complexity,
- nature of contacts with others,
- innovation,
- scope of leadership,
- supervision received and exercised,
- degree of independence,
resource management,
- potential impact of errors, and
- skill and competencies required to perform the position.

The classification review process will include one or more of the following:

a. Review of job descriptions
b. Review of the organizational chart
c. Review of and any supplemental information such as a cover letter or internal analysis
d. Interviews with incumbent(s), supervisor(s), and or manager(s), individually or in groups
e. Review of a position questionnaire or survey
f. Review of other positions (internal and or external) with like or similar job duties and responsibilities
g. Interviews with subject matter experts
h. Department Notification

4. Effective Date
Reclassifications are typically effective the first of the month after the Department of Human Resources receives a complete classification review request from the department.

5. Notification
The Department of Human Resources normally notifies the organization head or designee of the classification determination, effective date, and any changes in Fair Labor Standards Act (FLSA) status. The organization head or designee notifies the supervisor and the employee.

6. Implementation
The Department of Human Resources updates the personnel/payroll system as appropriate and retains the original signed Personnel Action Form (PAF). Copies of the approved job description will be returned to the respective department.

Applicability: All Staff and Faculty Members