

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 3, 2019

To: All Division Heads, Department Managers, Supervisors and Site Administrators

Subject: **RECLASSIFICATION PROCESS FOR CLASSIFIED EMPLOYEES**

Department and/or Persons Concerned: All Classified Employees and their immediate supervisors

Due Date: October 31, 2019

Reference: See Revised Administrative Procedure No. 7540

Action Requested: Distribute the Letter to All Classified Employees, Supervisors and Managers.
Review any requests for reclassifications submitted by employees and return to the employee within 5 days of receipt.

Brief Explanation:

The Human Resource Services Division, The Administrators Association of San Diego, The Police Officers Association and all three Chapters of the California School Employees Association have created a joint labor-management Reclassification Committee. The Committee's role is to accept, review and make recommendations to the Superintendent for requests for classification review; the committee consists of one representative from each classified bargaining unit and equal number of District representatives.

The Reclassification Committee will review all requests for position classification review submitted during the 2019-2020 submission window. As part of this process, employees who submitted a request for review during this time frame, will be interviewed by two members of the committee. The allotted time for these interviews is 30 minutes, employees shall be allowed to participate. Employees who submit a request as part of a group, will be asked to select up to 3 members who will speak for and represent the interests of the larger group. Employees will receive a letter with the date and time of their interview; a copy of this letter will also be sent to the supervisor.

Understanding the reclassification procedure:

As part of the creation of this committee, Administrative Procedure 7540-*Classification of Classified Staff Positions including the attachment Position Classification: What's it all about?* were revised in

the fall of 2016; these documents can be found on our website. <https://www.sandi.net/staff/human-resources/reclassification-information>. You should be aware of the following changes to this procedure:

- The Requests for Classification Review are all now reviewed by the Committee. The HR Division no longer processes these reviews alone.
- The recommendations for reclassification are made by the Committee.
- Employees must submit their requests for reclassification to their supervisors by October 16 during the annual cycle.
 - The supervisor will review and return the signed document to the employee within five (5) work days after receiving the document so that the employee can turn the form in by the October 31st deadline.
 - The supervisor will obtain the signature of the Principal/ Department/ Division Head. If the Principal is the immediate supervisor, it does not need to be submitted to the Area Superintendent. Copies of the document should be provided by the supervisor to their chain of command as needed.
 - If the document is not returned to the employee within the five (5) workdays, the employee may submit the document to the Human Resource Services Division.
- Employees who submit a request for position classification review will be interviewed; employees shall be allowed to participate in the interview. Employees who request a review as part of a group, will be asked to select up to 3 members who will speak for and represent the interests of the larger group.
- There is one level of appeal. Appeals are heard by the full committee and the the employee or group must submit a new/additional information beyond the original submission.

As a manager, supervisor or site administrator, it is important that you understand the position descriptions of all of your employees and ensure that the duties assigned to them are reasonably related to the duties identified within the position description.

Criteria for Reclassification:

“Reclassification” means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position (Ed Code 45101).

Criteria for reclassification	Criteria not relevant to reclassification
<ul style="list-style-type: none"> • Gradual increase in duties • Change in duties that are <ul style="list-style-type: none"> ○ significant ○ required by the District ○ permanent ○ require a skill level or responsibility level higher than usually required in the classification • Level of responsibility or type of work changed nature of job 	<ul style="list-style-type: none"> • Additional duties of the <i>same kind</i> designated in the classification or position description • Change in workload that is of the <i>same nature and level of complexity</i> • Changes insignificant in a single area or overall. For example, if new function is found to only be 10% of the overall duties of the position • Technological changes or tools (e.g. new software) that <i>do not substantially alter the</i>

<ul style="list-style-type: none"> • Significant change in skill level, decision-making and/or responsibility • Significant change in authority, autonomy or independence of action, including changes in degree of supervision received • Significant change in complexity of the position--complexity of problem, special or unique skills, depth of knowledge and experience required • Significant change in consequence of errors • Significant change in scope of work--variety of functions assigned, or degree of coordination of diverse activities • Additional certificates or education required • Extent of change (percentage of job) 	<p><i>essential functions</i> of the job, particularly if the industry is similarly changing to the new technology</p> <ul style="list-style-type: none"> • Personality of incumbent • Skill level of incumbent • Educational attainment of incumbent • Knowledge, skills, and abilities possessed by the incumbent which are <i>not required or regularly used</i> in the position • Incumbent's knowledge • Incumbent's ability • Quality of work done • Length of dedicated service in position • Outstanding performance record • Retention--match a competitive promotion or job offer • Financial need • Obtain a salary increase • Job stress • Anticipated future changes
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Understanding the reclassification process:

Classification, reclassification, salary level, workload and performance are often confused by employees, managers and the public. Employees, of all levels, often believe that submission of this form will provide them with a resolution to a question or concern they might have related to their salary, workload or performance, but these issues are not addressed through the classification review process. The classification review process is solely to determine if an employee is performing a higher level of work. We provide the following questions for your consideration to assist in your understanding of request for position classification review.

If the employee's primary purpose in completing this form is aligned to one of these statements...

- My duties over the years have significantly changed. These changes have required that I take on greater responsibility or have to use a higher level of skills.
- I now serve as the lead person in my department.
- The complexity of my job has increased and is no longer entry level.
- The duties that have been added to my job require that the minimum requirements, training and skills be changed in the position description.

... then requesting that the position be reviewed may be a way to have these concerns addressed. Please note, that the mere completion of the form, does not entitle an employee to be reclassified. The interview and review of documents is completed to determine if there has been a gradual accretion of higher-level duties.

If the employee's primary purpose in completing the form is aligned to one of these statements...

- I see someone else in [job title] paid more than I am, and I don't think it is fair.
- Other jobs in the District have received equity adjustments, but I haven't and I don't think it is fair. It creates an imbalance in the salaries.

- The District doesn't pay me enough for what I do.
- I think there should be more of a difference between my salary and someone else's in my general career series.
- People in other districts make more than I do for the same job.

... then requesting that the position be reviewed is most likely not the best venue for these concerns. These questions are about salary and compensation and are addressed through a District or series-wide compensation study. Compensation studies are performed on a regular basis by the Human Resource Services Division and are then negotiated with the appropriate bargaining unit.

If the employee's primary purpose in completing the form is aligned to one of these statements...

- I have received duties from other classifications and I can't get everything done in 8 hours.
- Some of the duties I am doing are because positions were eliminated. I think I should get more money to compensate for the new duties.
- The State has required more regulations so it takes me longer to do my job than it did before.
- I am under great stress to do my job. There is more to do (phone calls, complaints, etc.).
- I have been assigned the work of underperforming colleagues to ensure the work is completed in my office.

... then requesting that the position be reviewed is most likely not the best venue for these concerns. These questions are about workload and are addressed through a discussion between the employee and supervisor. Using the official position description, the focus of this conversation should be to work with together to prioritize your duties; supervisors could also consider add more/ different types of staff or to provide recommendations to the HR Division regarding updates to the current position description.

If the employee's primary purpose in completing this form is aligned to one of these statements...

- I work very hard and deserve a raise.
- I have a lot of skills and talents and have saved the District a lot of money over the years.
- My supervisor tells me I am an outstanding employee and should be better paid.

... then requesting that the position be reviewed is most likely not the best venue for these concerns. These questions are about performance and are addressed through a discussion with the employee and supervisor and are seen in good reviews or promotion to another position.

If you have any questions, please contact the Human Resources Division @ jobs@sandi.net .

APROVED:



Acacia Thede

Executive Director, Chief Human Resources Officer

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Administrative Circular No. 20

Human Resources Division

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Attachments: (2)

Distribution: All Lists