RECLASSIFICATION OVERVIEW

Summary: Positions at UCLA are classified based on the duties and responsibilities assigned and exercised. As duties and responsibilities change, a job may need to be reclassified. Classification review may result in a higher, lower, or lateral change in classification. All reclassifications require approval from the VC and Campus Human Resources.

Reclassification Checklist

The following criteria are required in order for a position to be considered for reclassification.

- The position has undergone significant changes in level of responsibility since last reviewed
- The position has changed in the nature, variety, and difficulty of work
- The position has changed in the supervision received
- The position has changed in the supervision exercised
- More than 50% of a position's responsibilities are at a different level
- The employee in the position has been performing at the higher level for "one business cycle" (6 - 12 months)
- The position (not the person) is being reclassified for bona fide business reasons

Reclassification is not appropriate when the issue is:

- longevity
- workload
- performance
- salary increase

When preparing your reclassification request, you should consider these questions:

- What major changes in duties and responsibilities have occurred?
- What skills and knowledge are required to perform assigned duties?
- What is the relationship of this position to others in the unit?
- What primary areas of responsibility are assigned to the position now?
- How does the position compare to similar positions elsewhere?
- What is the consequence of error?
- Is this a supervisory position?
- With what degree of independence does this position operate?
- What guidelines are used in the performance of duties?
- What level of innovation is required?

If approved, reclassifications are effective no sooner than on the first of the month following the month the complete request is received by Campus Human Resources.