

## 5320 Classification Process

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Staff position classifications are assigned based on job functions, knowledge and skills required, and levels of responsibilities.

### **I. Staff Position Classification (New Positions)**

In order to classify new staff positions, a Position Description Questionnaire (PDQ) must be completed by the supervisor and approved by the Human Resources Director, the area Vice President, and the College President. All classification actions are subject to the availability of funds. The Human Resources Director shall make a recommendation regarding the classification and shall forward it to the President. The President, in consultation with the Vice Presidents, shall make the final decision on the position classification.

### **II. Staff Position Reclassification (Existing Positions)**

Reclassification may be warranted when there is an anticipated, ongoing, significant increase or decrease in responsibility level (not volume) for an existing staff position. The supervisor shall consult the Human Resources Director prior to making any substantive change to the position description which may affect the classification. All reclassification actions are subject to the availability of funds. Budgetary constraints and the particular needs of an area may make it necessary for the supervisor to adjust the duties and responsibilities of a position to keep the duties within the staff member's current classification.

#### A. Reclassification Review Procedure

A reclassification review shall be requested by the supervisor, in consultation with the area Vice President (see policy [5300 "Position Descriptions"](#)). The request shall be forwarded to the Human Resources Director with the following:

- Current position description
- Completed Position Description Questionnaire (PDQ)
- Memo from the supervisor detailing the rationale for recommended substantive changes and indicating concurrence of the area Vice President

Once all the required documentation is received, the Human Resources Director shall review the information and seek clarification where needed. The Human Resources Director shall make a recommendation regarding the classification and shall forward it to the President. The President, in consultation with the Vice Presidents, shall make the final decision on the position classification.

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