



# ROMOLAND SCHOOL DISTRICT

25900 Leon Road, Homeland, CA 92548  
Phone: 951.926.9244 ♦ Fax: 951.926.2170

## Appendix D

### CLASSIFIED POSITION RECLASSIFICATION REQUEST PROCESS

#### I. What is Reclassification?

A. *Reclassification is a change in an individual's title and/or job description to account for duties being performed by the employee who currently occupies the position that are inconsistent with their current classification/job description.*

1. Reasons that may be a basis for Reclassification:

- a. Significant new job duties that are permanently added to the job or job description.
- b. Significantly increased responsibilities, other than increased workload, have been permanently added to the position by the supervisor.

2. Reasons that are NOT a basis for Reclassification:

- a. Longevity and/or seniority.
- b. Excellence in work performance.
- c. Workload.
- d. Assuming duties on one's own behalf without the knowledge of management.
- e. Changes in process or technology that do not result in increase in workload.

#### II. Who should apply for reclassification?

A. *If you believe that the duties which you are currently performing are different than your current job description, or that the level of responsibility or type of work that you are performing has changed the nature of the job classification, then you are encouraged to complete this application packet.*

#### III. What are the steps to apply for Reclassification?

A. *Complete the Position Reclassification Request Application and submit it to the Human Resources. Also, include any additional paperwork that can be used as further evidence to support the application.*

**IV. How do I know that my Reclassification Request was approved?**

- A. *A committee consisting of 3 CSEA Unit Members (the President or designee and 2 unit members appointed by CSEA) and 3 Romoland Managers (the Director of Human Resources and 2 managers appointed by the district) will review the application and come to a decision. All approved Reclassification requests must be unanimous.*

Date Received by HR:
Date Supervisory Comments Received:
Date Reviewed by Reclassification Committee:
Date Completed:

**ROMOLAND SCHOOL DISTRICT**  
**POSITION RECLASSIFICATION REQUEST APPLICATION**  
**ATTN: HUMAN RESOURCES – RECLASSIFICATION COMMITTEE**

This application is designed to assist you in describing your position. Please fill out this application (including questionnaire) completely. If a question does not apply to your position, please write "N/A" for that item. Thank you for your cooperation.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Name of Person making request if other than the unit member: \_\_\_\_\_

Current Title/Position: \_\_\_\_\_ Current Location/Dept.: \_\_\_\_\_

Current Work Year:     10 mo         11 mo         12 mo                      Days: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Length of time in current position: \_\_\_\_\_ District Hire Date: \_\_\_\_\_

CHECKLIST:

- Proposed Title / Classification: \_\_\_\_\_
- The bargaining unit member/applicant must review and compare his/her current job description and the job description of the desired position.
- Please attach additional pages with any important factors, information and rationale to support this request, if needed.
- Complete the Reclassification Request Application, attaching all appropriate documentation.
- Submit the completed application to Human Resources at the District Office.

\*Please note: The bargaining unit member/applicant may be interviewed by the Reclassification Committee.

## POSITION RECLASSIFICATION REQUEST QUESTIONNAIRE

All questions must be answered for final consideration of the request.

1. In your own words, describe your duties.
  - o List each of your current essential duties in order of importance.
  - o Estimate the amount of your working time spent on each duty.
  - o Use number of hours per day(s) or week(s) or month(s).
  - o Indicate when a specific duty is only performed during a certain period of the year.
  - o Check the “Outside of Job Description” section if you believe the duty is outside your job classification.
  - o Briefly describe your duties by including as much of the following as appropriate.
    - How is work assigned (verbal or written) and by whom?
    - Is work performed independently or with close supervision?
    - To what extent do you exercise your own judgment to complete the work?
    - Who or what is directly impacted by the work?
    - How long have you been performing this work?
    - How has this work resulted in increased accountability, authority, or decision-making?

**\*SAMPLE OF COMPLETED CHART OF LISTED DUTIES**

LIST DUTIES IN ORDER OF IMPORTANCE	Duties Within Job Description	Duties Outside Job Description	Hours Spent Each Day	Hours Spent Each Week, Month, Year
I take dictation from Ms. Brown for memos and draft of speeches.	X		1 hour per day	
I file purchase orders chronologically and by department and vendor.	X		2 hours per day	
I go through the XYZ file and discard all of the expired 222 forms each year in October.	X			2 hours every Friday
I box up all cum files at the end of the year.		X		4 hours per day for 5 days in May, once a year.



**IF NECESSARY USE ADDITIONAL PAGES – ASSURING YOU DRAW A LINE TO SEPARATE EACH DUTY.**

2. Looking at the chart you completed for question 1, why do you consider the first duty listed as your most important?

---

---

---

---

---

3. Looking at the chart you completed for question 1, please comment as to why you identified certain duties as outside of your job description.

---

---

---

---

---

4. Looking at the chart you completed for question 1, how do the duties you identified as outside of your job description impact your overall responsibility and authority?

---

---

---

---

---

5. Looking at the chart you completed for question 1-

A) Which duties do you think requires the greatest knowledge or skill?

---

---

---

B) How did you acquire this knowledge or skill?

---

---

---

6. Looking at the chart you completed for question 1, how do the duties that you have identified as outside of your job description impact your overall responsibility and authority?

---

---

---

---

---

---

---

7. Looking at the chart you completed for question 1, describe how the duties that you have identified as outside of your job description affect the qualifications required for your classification (knowledge, abilities, education, experience, licenses and certifications).

---

---

---

---

---

---

---

8. What personal contacts with employees or with the public are required by your job? What is the purpose for these contacts?

---

---

---

---

---

---

---

9. What machines or equipment are you required to operate as a normal part of your duties?

	List of Equipment, Tools, & Materials	Occasionally, Infrequently, Daily, Weekly, Monthly, Annually
1		
2		
3		
4		
5		
6		

10. During the past two years, are there any duties that have been removed from your position? If yes, please explain.

---



---



---



---



---

11. List other changes that have taken place in your position, such as the level of supervision received, policy or procedural changes, new tools or equipment, new processes, computer programs, etc.

---



---



---



---



---



12. Do you decide how the work in your job will be done and in what priority different tasks will be done? If yes, explain how you do this.

---

---

---

---

---

13. Explain how your immediate supervisor helps you, instructs you and checks your work.

---

---

---

---

---

14. What kinds of decisions do you make without conferring with your immediate supervisor?

---

---

---

---

---

15. How long have your duties and responsibilities that you have described as out of your job description been a part of your daily/weekly/monthly duties?

---

---

---

16. Have you ever requested that your position be studied for reclassification? If yes, when?

---

Was any action taken at this time? If yes, what action was taken? If no, why was no action taken?

---

---

---

17. What new classification (position title) are you proposing, if any?

---

18. Please list any additional reasons you believe your position should be reclassified.

---

---

---

---

---

Print your Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_