

APPLICATION FOR INDIVIDUAL JOB CLASSIFICATION REVIEW

SECTION 1. PROCESS AND TIMELINES

Criteria for Job Classification Review

Review of an employee's position is warranted when the knowledge, skills, major duties (i.e. essential job functions) and/or levels of responsibilities have changed significantly.

Factors Not Used in Considering a Job Classification Review Request

1. Workload increases;
2. Personal proficiencies and aptitude;
3. Seniority of employee.

Job Classification Review Panel

The panel will be composed of three (3) classified members selected by the Association, one (1) Human Resources administrator, and two (2) administrators/supervisors chosen by the District. The applicant may choose to bring up to two (2) non-panel and non-voting staff members which would include one (1) Association representative and one (1) employee or supervisor to the meeting to assist the panel in understanding the request for Job Classification Review. Training in evaluating Job Classification Review requests will be provided to the Job Classification Review Panel by Human Resources. The panel will attempt to reach consensus; however, if consensus cannot be achieved, a majority decision will be rendered.

Job Classification Review Process

1. Applications for individual job classification review **must be received by Human Resources by November 1.**
2. Complete the Job Classification Review application providing an explanation of significant changes in required knowledge, skills, major duties (i.e. essential job functions) and/or levels of responsibilities. A statement from the administrator/supervisor regarding the identified changes can be included in the Job Classification Review request. Applicants may request to meet with the panel to assist in understanding the request. The applicant may choose to bring a non-panel and non-voting staff member or OSEA representative to the meeting. The District may choose to invite applicant's supervisor to the meeting as well.

Do you wish to give input to the panel? ☐ Yes ☐ No

3. Human Resources will forward the materials to the Job Classification Review Panel.
4. If the panel determines that significant changes have been made to the applicant's job duties, a position realignment may be recommended to the District.
5. The panel will make a final decision and notify the employee by June 1. Any wage adjustments will be made in the following school year (i.e., decision made by June 1); wage adjustment will be effective July 1. Decisions will be contingent upon available District funds.

SECTION 2. POSITION INFORMATION

Building/Department	Employee Name	Employee ID #
Name of employee's supervisor	Position Title	Date
Number of Hours or FTE		
FLSA: Eligible for Overtime Pay? ☐ Yes ☐ No		

SECTION 3. POSITION PURPOSE

Briefly describe the overall purpose of the position and how it functions within the organization unit.

SECTION 4. ORGANIZATION CHART

Next Level Position above Supervisor*			Position Titles of Those Directly Supervised by Employee and the Number of Employees in Each Position Title	Brief Summary of Responsibilities of People Supervised
Supervisor's Position Title				
Subject Position Title				
Position Titles of Other Positions Reporting to the Same Supervisor and the Number of Employees in Each Position Title				

* For the purposes of this information a Supervisor has the authority to hire/evaluate/and terminate.

SECTION 5. DUTIES AND ACCOUNTABILITIES

List major duties or accountability areas. Note percentage of time spent on duties or accountabilities. If this is an existing position, check (✓) which duties/accountabilities are new.

% of Time	New?	Duties/Accountabilities
	☐	
	☐	
	☐	

	☐	
	☐	
	☐	
	☐	
	☐	
	☐	

SECTION 6. AUTHORITY

Indicate examples of nature and type of authority which the position exercises and items submitted to the position for approval

Item	Submitted by

Issues which the position incumbent submits or refers to others for approval

Item	Submitted by

SECTION 7. KEY RELATIONSHIPS/WORK CONTACTS

With whom, outside of co-workers in the work unit, must this position regularly come in contact and for what purpose?

Person or Organization Contacted	Purpose	Frequency

SECTION 8. MENTAL DEMANDS

Specifically describe or give an example of the part of the position that requires the greatest amount of thinking, analysis and training.

SECTION 9. PLANNING

Specifically describe or give examples of the kinds of planning required for the position.

SECTION 10. JOB RELATED DECISION-MAKING

Describe the kinds of decisions likely to be made by the position. Indicate effect of these decisions when possible.

EMPLOYEE SIGNATURE (if position is filled)

Date

SECTION 11. SUPERVISOR REVIEW

What do you consider the most important function(s) of this position?

Comment on the accuracy and completeness of position description. Add any items that are missing and/or will

help in fully understanding the position.

SUPERVISOR SIGNATURE

Date