

# RECLASSIFICATION PROCESS

1

## INITIAL REQUEST

Request made by an administrator, incumbent, employee organization and/or PC.

2

## DIRECTOR REVIEW

Director reviews request and forwards to PC staff if a study is warranted.

3

## PDQ & JOB AUDIT

PC staff requests PDQ and initiates incumbent job audit.

4

## SUPERVISOR INTERVIEW

PC staff interviews supervisor to review job audit findings and to ask follow up questions.

5

## FACT FINDING

Additional fact-finding done by PC staff if necessary (ex., market survey, review other positions, etc.).

6

## SUPERVISOR REVIEW

PC staff reviews findings with supervisor.

7

## FISCAL IMPACT REVIEW

PC staff sends fiscal impact to executive leadership for approval, if reclassification is warranted.

8

## INCUMBENT & CSEA REVIEW

PC staff sends preliminary results to incumbent and representing union and District management. If no objections, decision stands.

9

## ADDITIONAL FACT FINDING

In case of additional inquiries, more research is done by PC staff. Final decision rendered w/ notice of admin review rights.

10

## AGENDA REPORT

If reclass granted, agenda report is presented to the PC for approval.