

CLASSIFICATION & COMPENSATION FAQS



PERSONNEL COMMISSION AT SANTA MONICA COLLEGE



WHAT IS CLASSIFICATION?

Classification work involves allocating positions to appropriate job classifications, arranging classifications into occupational hierarchies or job class families, determining relationships between classes within the occupational hierarchies while maintaining internal alignment, and preparing class descriptions. The Personnel Commission is responsible for classifying and maintaining a classification plan for all classified positions on the basis of “like pay for like service”.

WHAT IS A CLASSIFICATION STUDY?

There are several different types of classification studies. The most commonly conducted studies are new classification requests, class description revisions, position review or reclassification, reorganization or classification system maintenance. Each type of classification study involves a systematic analysis of multiple factors such as scope of responsibility, knowledge required for the position, level of complexity, degree of decision-making authority and the consequence of error. Classification studies are conducted to ensure that all positions are appropriately classified.



WHAT FACTORS DOES THE COMMISSION STAFF CONSIDER WHEN DETERMINING IF RECLASSIFICATION IS WARRANTED?

Common job factors that are assessed during position reviews are scope of responsibility, knowledge required for the position, level of complexity, degree of decision-making authority, nature and purpose of contacts and consequence of error.

WHO CAN INITIATE A CLASSIFICATION REVIEW?

Classification reviews can be initiated by the supervisor, the employee, collective bargaining representative or the Personnel Commission. Requests for reclassification of an existing position must be submitted by completing the Reclassification Request form and submitting it to the Director of Classified Personnel.



IF I AM ELIGIBLE AND MY POSITION IS RECLASSIFIED WHAT IS THE EFFECTIVE DATE?

The first day of the month following the date that the Personnel Commission approves the reclassification of the position is the effective date of reclassification. Incumbents must be in a classification for two (2) or more years to be eligible for reclassification.



DOES MY JOB PERFORMANCE IMPACT MY CLASSIFICATION?

Job performance does not affect job classification, job duties affect classification. An incumbent can be a high performing employee, an average employee or a low performing employee.



MY WORKLOAD HAS PERMANENTLY INCREASED, SHOULDN'T MY POSITION BE RECLASSIFIED?

Classification is based on multiple factors such as complexity of work, scope of responsibility, consequence of error, decision making authority, nature and purpose of contacts, and knowledge required for the position.

Classification is not based on volume of work. Changes in work quantity are not a consideration within classification unless the work is at a higher level. For example, if you were previously responsible for bookkeeping duties for 3 accounts, and now you are responsible for bookkeeping duties for 5 accounts, the quantity of work has increased but the duties and core function of the job have not changed. This increase in workload would not affect your classification.



I JUST EARNED MY DEGREE, AM I ELIGIBLE TO BE RECLASSIFIED?

Although earning an advanced degree is a major accomplishment, it does not affect your classification. If you are working in a position that does not require a bachelor's degree and you subsequently attain a bachelor's degree it does not mean that the position now requires a bachelor's degree or that a reclassification is warranted.

I'VE BEEN IN THIS POSITION FOR A YEAR NOW AND IT HAS CHANGED SIGNIFICANTLY, CAN I REQUEST TO BE RECLASSIFIED?

No. In order to submit a request for reclassification, a gradual accretion of duties must occur over a period of two or more years of continuous regular service. The changes must impact a substantial portion of the incumbent's duties and responsibilities.

HOW OFTEN CAN MY POSITION BE REVIEWED?

Requests for reclassification can be made every two years. If a reclassification request is made for your position at least two years must elapse before another request for reclassification can be initiated.

