RECLASSIFICATION OF CLASSIFIED MANAGEMENT PERSONNEL

The District will periodically review existing positions for the purposes of reclassification and the establishment of new positions.

1. Classified Management Review Committee

A Classified Management Review Committee shall be established for the purpose of reviewing and making recommendations regarding job specification and salary range placement modification. The composition of the committee shall be as follows:

a. Classified Management Group Representation (two members)
   (1) Two selected by ballot of the classified management group.
   (2) One alternate selected by ballot of the classified management group.

b. Other
   (1) One — Vice Chancellor, Human Resources or her/his designee.
   (2) One — Academic administrator appointed by the Chancellor.
   (3) An outside consultant experienced with providing compensation and job classification may be appointed by the Chancellor to assist with the implementation of the procedures contained herein.

c. Every attempt will be made to have the committee membership be representative of the manager, supervisor, and confidential employee, as well as Irvine Valley College, Saddleback College, Advanced Technology and Education Park, and District Services.

2. Authority of the Review Committee

The authority, role, and responsibilities of the Classified Management Review Committee shall be as follows:

a. Develop procedures and related forms to effectively implement the procedures established herein. The procedures must include, but not be limited to, an application process, the collection and evaluation of data, personal interviews with the applicant and supervisors as deemed appropriate by the committee, and an
appeal process prior to submission of the committee's recommendation to the Chancellor.

b. Provide appropriate information and procedure forms to classified management personnel who indicate their interest in salary range placement or classification review.

c. Develop the criteria for assessing and evaluating data provided by classified management personnel in support of their requests for salary range placement and classification specification modification.

d. Seek and use the necessary expert assistance in implementing the procedures contained herein.

e. Require applicants to adhere to procedures contained herein.

f. Notify applicants of the status of their application. Until such time the board has acted upon the Chancellor's recommendation, the recommendation of the committee and the Chancellor shall be confidential.

3. Committee Procedures

The committee shall adhere to the following procedures:

a. Meet as necessary to efficiently carry out the assigned duties and responsibilities.

b. Upon completion of its review process, the committee shall submit its recommendations directly to the Chancellor. The Chancellor may accept, reject, or modify the committee's recommendations and submit them to the Board of Trustees for final approval.

c. When a new classification is created, the classification specifications must be submitted to the Vice Chancellor, Human Resources for technical approval. Upon approval of the new classification by the appropriate College President or Vice chancellor the recommendation will be sent to the Chancellor for final approval.

4. Committee Timelines

The committee shall form to receive requests with a deadline of November 1 of each year. The committee will complete its work and forward its recommendations to the Chancellor by February 1. The effective date of all changes will be July 1 following board approval.
5. **Reclassification Guidelines**

In determining whether or not an application should be submitted to the committee the following criteria should be kept in mind:

a. **Creation of New Classification**

(1) The job duties, responsibilities, and qualification requirements in such job areas as (a) decision making, (b) required expertise, (c) required duties, (d) supervision, (e) level of responsibility, are significantly different than other classifications in the list of classified management classifications.

(2) Modifications of an existing classification in the job areas listed above are so substantial that a salary range placement is necessary and obvious. However, retention of the same salary range placement may be appropriate. Such determinations are to be made by the Classified Management Review Committee through the assessment and evaluation of information obtained by the procedures contained herein, or a job market salary comparability review conducted by the Vice Chancellor, Human Resources or a consultant selected by the district.

(3) The creation of a new classification may result in an addition to the current number of classified management classifications or result in the deletion of a former classification.

(4) The former classification would be retained only if it does not cause major overlapping of duties and responsibilities with the newly created classification.

b. **Modification of Existing Classification**

An existing classified management classification is one that is currently listed on the Classified Management Salary Schedule and considered as a designated management classification. Existing classifications may be modified without creating the need to be designated as a “new classification.” Such modifications are characterized as follows:

(1) Substantial modifications are made in current job duties, responsibilities or requirements. Some of the changes in the job specifications may be significant, but the overall classification retains its basic objectives and purpose in the organizational structure.
(2) The modifications are not intended to create a "new" classified management classification.

(3) A title change that is intended to better communicate the current nature of the classification not to emphasize the changes.

(4) Temporary changes in job duties are not considered as criteria for permanent changes in classification salary range placement.

c. **Modification of Salary Range Placement**

A modification of the existing classification's salary range placement is intended to correct the level of compensation, not to change the basic nature and purpose of the classification. There would need to be substantial reason to believe that the salary range placement of the classification is not competitive with like classification having similar duties, responsibilities, and job requirements as found in comparable institutions.