



# PPSM-36: Classification of Positions

<b>Responsible Officer:</b>	Vice President – Systemwide Human Resources
<b>Responsible Office:</b>	SHR – Systemwide Human Resources
<b>Issuance Date:</b>	TBD
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<b>Scope:</b>	Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group Members

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## I. POLICY SUMMARY

The policy and procedures describe classification of a position and the classification review process.

## II. DEFINITIONS

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Detailed information about common terms used within Personnel Policies for Staff Members can be found in [Personnel Policies for Staff Members 2 \(Definition of Terms\)](#).

**Job Category:** Broad groupings of the type of work performed, as opposed to the occupation or subject matter. Currently, the three categories are 1) Operational & Technical, 2) Professional and 3) Supervisors & Managers.

**Job Family:** A group of jobs that involve work in the same general field. These jobs have related knowledge requirements, skill sets and abilities.

**Job Function:** A specific area within a job family. In a function, the same or similar work is performed, a similar skill set is required and it is possible to move within the function with training and experience.

**Job Level:** The scope and responsibilities of a given job title within a job category and function.

**Job Standard:** A summary of the minimum required scope, key responsibilities, and knowledge and skill requirements expected for a specific job title.

**Job Structure:** Jobs are organized by overall family, function, category of work and job level to align with similar positions internally and in the external marketplace.

**Job Title:** Also known as a payroll title, the name given to a job that succinctly describes the nature of the job. A job name includes references to job function and job level under Career Tracks.

**Position Description:** A summary of a specific position. It includes the nature and level of the work performed, key duties and responsibilities, skills and knowledge required for competent performance of the position, and other elements. Based on an evaluation of the position description, a position is placed in the appropriate job title in the Career Tracks job structure. A Position Description should be customized from the job standard.

**Position Evaluation:** The process of reviewing the nature and level of the work performed, key duties and responsibilities, skills and knowledge required for competent performance of the position, and other elements of a newly created or modified existing position to determine the appropriate placement of a position in the classification structure. Placement in job family, job function and job level will determine the job name or job title.

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## III. POLICY TEXT

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### A. General

#### 1. Position Description

A position is established and assigned a Job Title based on a review of the nature and level of the work performed, key duties and responsibilities, skills and knowledge required for competent performance of the position, and other elements as documented in an approved position description.

A position description describes the specific position, not the specific individual who may fill the job. A position description is not an exhaustive list of all duties and responsibilities.

The purpose of a position description is to:

- Identify essential functions of the position;
- Determine the proper classification of the position;
- Describe the duties and responsibilities of the position;
- Describe the knowledge, skills, and abilities (KSAs or SKAs) required to satisfactorily perform the duties of the position;
- Develop hiring specifications;
- Include information regarding job requirements to support training and development opportunities to the current or future incumbent of the position; and
- Serve as a basis for setting performance expectations.

In order for a position to be classified, a position description must include at least a summary of:

- Job level, including the position's scope and impact;
- Key responsibilities of the job; and
- The knowledge, skills and abilities required to perform the job.

Position descriptions are often used for other purposes such as posting for new or vacant positions, determining the essential functions required to perform the job, determining factors that may be used as part of a performance evaluation and keeping incumbents or potential employees aware of various requirements of the job. Required elements of a position description that assist in these functions include:

- Any education, license, or certification requirements for occupants of the position;
- Other special requirements to work such as shifts, background checks, drug or substance testing, a DMV record check, or possession of a valid passport;
- Potential career opportunities where they exist; and
- Mental requirements, physical requirements, or working conditions of the environment.

The number of available levels within a job function is determined based on the levels existing in the labor market as reported by salary survey data, and the needs of the organization. Positions with similar duties and responsibilities are grouped together in the same job function.

## **2. Classification Authority**

Classification authority is delegated to the Executive Officer. The Executive Officer may further delegate classification only to the Chief Human Resources Officer (CHRO). The CHRO may authorize the Compensation department within the centralized Human Resources organization to perform position evaluation and assign classifications on behalf of the organization. Staff outside the centralized Human Resources organization are not authorized to assign classifications through position evaluation.

Classification for Senior Management Group (SMG) members is performed by the UC Office of the President.

## **B. Position Evaluation**

New or existing positions are evaluated based on the nature and level of the work performed, key duties and responsibilities, skills and knowledge required for competent performance of the position, and other elements, as documented in an approved position description.

Position evaluation must be performed in accordance with the Career Tracks structure described in Section V of this policy.

As individual or organizational work objectives change in response to reorganizations and other efforts to better fulfill the University's mission and strategic plans, the assignment of duties and responsibilities to a position should be evaluated. If new or revised duties and responsibilities are assigned, there should be a determination whether to add these to newly created positions or existing positions. To ensure an employee's existing position description reflects current duties and responsibilities, it is recommended that managers review the position description at least every five years. If material changes are made to the position description, a position evaluation should be performed by the location's centralized compensation department.

In addition to requests for position evaluation by departments, and in accordance with local procedures, employees may request that their assigned duties and responsibilities be evaluated for appropriate classification level. An employee's manager must be involved in reviewing and providing input on the request. Positions are evaluated for classification based solely on the nature and level of the work performed, key duties and responsibilities, skills and knowledge required for competent performance of the role, and other elements. To ensure an employee's existing classification reflects their current duties and responsibilities, their position description should be reviewed every five years by the location's centralized compensation department.

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## **IV. COMPLIANCE/RESPONSIBILITIES**

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### **A. Implementation of the Policy**

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the

implementation of this policy. Such supporting documentation does not require approval by the President. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

In accordance with [Personnel Policies for Staff Members 1 \(General Provisions\)](#), the authorities and responsibilities delegated to the Chancellor in the policy are also delegated to the Executive Vice President–Chief Operating Officer, Vice President–Agriculture and Natural Resources, Principal Officers of the Regents, and the Lawrence Berkeley National Laboratory Director. Also in accordance with [PPSM 1](#), the authorities granted in this policy may be redelegated except as otherwise indicated.

## **B. Revisions to the Policy**

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

## **C. Approval of Actions**

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Systemwide Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Systemwide Human Resources.

## **D. Compliance with the Policy**

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy. The Director–Systemwide Human Resources Compliance may periodically monitor compliance to this policy.

### **E. Noncompliance with the Policy**

Noncompliance with the policy is handled in accordance with the Regents' [Guidelines for Corrective Actions Related to Compensation Practices](#) and [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#), and *Personnel Policies for Staff Members* [62](#), [63](#) and [64](#) pertaining to disciplinary and separation matters.

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## **V. PROCEDURES**

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Local Procedures will be implemented in accordance with the following Universitywide Procedures.

### **A. General**

Positions are established and evaluated based on the nature and level of the work performed, key duties and responsibilities, skills and knowledge required for competent performance of the position, and other elements. An employee's manager must be involved in reviewing and providing input on an employee's request for position evaluation. The evaluation process is designed to ensure that a position's classification (i.e. job title) accurately reflects the scope, required skill level and assigned responsibilities of the position as described in the position description.

Positions with similar duties and responsibilities are grouped together in the same job family and function. When duties and responsibilities undergo significant changes, a position's classification may need to be reevaluated to ensure the classification is still reflective of the current role. Local procedures provide further guidance regarding evaluation of positions.

### **B. Position Evaluation**

Changes in the following factors may indicate a need for a position evaluation:

- Position duties;
- Essential functions;
- Level of complexity and responsibility of duties;
- Nature of contacts with others;
- Organizational impact of the position;
- Level of supervision received and/or exercised;
- Knowledge, skills, and abilities required to successfully perform the position; and/or
- Special requirements (e.g. changes in required licenses, certificates, or credentials).

Departments or employees request a position evaluation by submitting a new or revised position description and an organizational chart with superior and/or subordinate position relationships. Local procedures may specify additional

documentation and approvals necessary for submission of a request for a position evaluation.

These materials are forwarded to the location’s centralized compensation department that conducts position evaluations (e.g. Compensation Services, Compensation Unit, Compensation and Classification) and are processed and reviewed in accordance with local procedures. The party requesting the position evaluation will be notified of the outcome in accordance with local procedures. When position descriptions are submitted for review, determination of whether the position is a new position will also be made. Evaluation and final determination of a position’s classification may not be further delegated to individual departments.

In accordance with Section III.B.4.b.iii of [PPSM 70 \(Complaint Resolution\)](#) a request for review of a decision on the classification of a position is not covered by the Complaint Resolution Policy. Local procedures may specify a process for reviewing classification decisions.

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## VI. RELATED INFORMATION

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- [Guidelines for Corrective Actions Related to Compensation Practices](#) (referenced in Section IV.E. of this policy)
- [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#) (referenced in Section IV.E. of this policy)
- *Personnel Policies for Staff Members* [62](#), [63](#) and [64](#) (referenced in Section IV.E. of this policy)
- [Personnel Policies for Staff Members 70 \(Complaint Resolution\)](#) (referenced in Section V.B. of this policy)
- [Description of Career Tracks \(UCnet\)](#)

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## VII. FREQUENTLY ASKED QUESTIONS

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Not applicable

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## VIII. REVISION HISTORY

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### TBD 2023

- Added definitions for clarity and understanding
- Added substantial content to align policy with systemwide and location practices
- Clarified systemwide and location responsibilities

**March 5, 2019:** Updated web links and office titles and made typographical amendments.

**December 13, 2018:** Policy changes:

**University of California – Policy PPSM-36**  
**PPSM-36: Classification of Positions**

- Technical edits: changed contact information, removed references on rescinded PPSM 61, 65 and 67.
- Remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

**July 1, 2012:** Reformatted into the standard University of California policy template.

**December 1, 2005:** As a result of the issuance of this policy, the following documents are rescinded as of the effective date of this policy and are no longer applicable:

- *Staff Personnel Policy 300 (Classification of Positions)*, dated January 1, 1980

DRAFT