




HUMAN RESOURCES

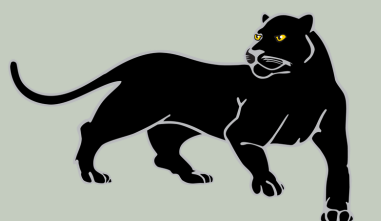
CSEA RECLASSIFICATIONS



DEFINITIONS

- **Class:** A group of positions with sufficiently similar duties and responsibilities that share the same title. Each position in a class has a designated title, minimum qualifications, salary schedule placement, and regular assigned hours.
- **Classification:** The act of placing a position into a specific "Class".
- **Reclassification:** The upgrading of a position to a higher classification. This happens as a result of the gradual increase of duties performed by the person in that position. This is different from a "Reorganization," which is a broader process the College District may use to improve efficiency and operations, potentially resulting in new classifications, transfers, or moving work/positions.

Every Bargaining Unit position is placed in a specific class.



Employee Initiated Step-By-Step

- The employee must fill out all relevant sections of the Position Description Questionnaire (PDQ), sign it, and submit via email to Human Resources.
- Further instructions and the PDQ form are available from Human Resources.



Employee Initiated Step-By-Step

SUBMISSION TIMELINE & LIMITS

- Requests are considered first come first serve.
- Submissions are accepted only between July 1st & July 31st.
- No more than 15 individual reclassification requests will be considered during this window.
- The PDQ must be completed according to established guidelines for full consideration.
- The official submission date/time is when HR receives the completed PDQ.
 - Time limits can be extended only by the unit member's request and/or agreement.
- Note: An employee can only submit a reclassification request once every two (2) years.

SUBMIT TO swcreclass@swccd.edu



Employee Initiated Step-By-Step

HUMAN RESOURCES REVIEW

- HR reviews the submitted PDQ for completeness at the end of the submission window – JULY 31.
- Within six (6) business days after the submission window, HR notifies incumbents if they are among the 15 requests being considered.
- If the PDQ is incomplete, HR returns it to the employee for completion and resubmission within three (3) business days.
- Important: If the incomplete PDQ is not resubmitted within the three (3) days, or if the initial submission was past the deadline, the employee must wait until the next submission window.



Employee Initiated Step-By-Step

MANAGEMENT REVIEW

- Once confirmed complete, HR routes the PDQ to all intervening managers, up to the cognizant Vice President, for their final review and commentary.
- This review should be completed in a timely manner.
- If the management review is excessively delayed (over ten (10) working days), the designated HR Director may truncate the review and send the documents directly to the independent analysis step...



Employee Initiated Step-By-Step

CLASSIFICATION ANALYSIS

- HR provides the completed PDQ, management commentary, and other data to SWC's designated classification consultant.
- Participation:
 - Failure of the employee to participate results in the application being denied, and they cannot resubmit for two (2) years.
 - Participation of supervisors and other employees can be compelled by the AS/VP of HR.
- The Consultant:
 - uses independent judgment and expertise to evaluate the information.
 - may seek additional information from the employee, supervisor, managers, and other employees as needed.
 - renders a decision within ninety (90) working days after receiving all documentation and information.



Employee Initiated Step-By-Step

CONSULTANT RECOMMENDATION

- The Consultant determines if reclassification is justified or not justified.
- If justified, the Consultant recommends placement in an existing classification or proposes a new classification if necessary.
- If a new classification is recommended, the Consultant provides a draft job description within a reasonable period, not exceeding forty-five (45) working days.



Employee Initiated Step-By-Step

HR REVIEW OF FINDINGS

- Upon receiving the Consultant's decision, HR analyzes the findings and checks for process compliance.
- Within thirty (30) working days HR sends a findings memo to the employee and supervisor.



New Classification Process (If Applicable)



- If the process recommends a new job classification (with a new job description), CSEA and the College District will meet and negotiate the proposed job description and salary range.
 - SWC designates all newly-created positions or classes.
 - SWC discusses with CSEA whether these new positions fall within the Bargaining Unit.
 - CSEA can challenge disputes over this designation through the Public Employment Relations Board.
- After labor negotiation, the recommendation goes to the Executive Leadership Team for approval.
- If approved by the Executive Leadership Team, it is submitted to the Board of Trustees for adoption.



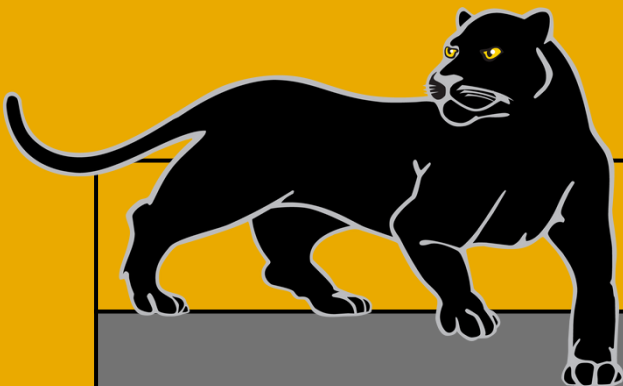
APPEAL PROCESS

- Only the employee who initiated the request may appeal.
- A written appeal must be submitted to HR within ten (10) working days of receiving the findings memo.
- The appeal must include a detailed statement explaining the reasons for disagreeing with the decision and whether the employee wants the Consultant to participate in the appeal meeting.
- HR holds a meeting with the employee and the CSEA President (or designee) no later than thirty (30) days after the appeal filing. Timelines extend if the employee or CSEA representative is unavailable.
- HR responds in writing to the employee no later than thirty (30) days after the meeting. This response is final and cannot be grieved.
- Employees whose current classification is deemed appropriate can request a report stating the primary reasons for the decision.

EFFECTIVE DATE



If reclassification is recommended (either originally or on appeal), the effective date submitted to the Governing Board is retroactive to the first of the month following the date the PDQ was received in Human Resources.



	Time frames	Estimated Dates*
Employee initiates Reclass	During annual submission window July 1 - July 31	July 1 - July 31, 2025
HR Confirms Acceptance	6 working days	August 8, 2025
Management Review	10 working days	August 22, 2025
Consultant Review	90 working days of receipt	January 15, 2026
HR Review of Findings	30 working days of receipt	March 4, 2026
Reclassification Recommended to Existing Classification	Next Governing Board Agenda after Approvals	April 21, 2026
Reclassification Recommended to New Classification	45 working days + Next Governing Board Agenda after Approvals	May 18, 2026
Reclassification not Recommended - Employee files appeal	10 working days	March 18, 2026
Appeal Meeting Scheduled	30 days	April 18, 2026
Final Response to Appeal	30 days	May 18, 2026

*Dates are estimated based on timeframe - may be shorter or longer depending on individual circumstances

The Players...



ROLE	RESPONSIBILITY
Employee	Can initiate requests, fill out PDQ, participate in analysis, appeal findings, is limited to one request every two years.
Supervisor/ Manager	Can initiate requests, review and comment on PDQs, participate in analysis, no limit on initiating requests.
Designated Director in Human Resources	Can initiate requests, receives PDQs, reviews for completeness, routes PDQs, may truncate management review, broadens desk audit scope (judgment), proceeds with job family studies, no limit on initiating requests.
Human Resources	Receives/logs PDQs, reviews for completeness, notifies incumbents, routes PDQs, provides information to Consultant, analyzes Consultant findings, sends findings memo/appeal instructions, holds appeal meeting.
Classification Consultant	Conducts independent analysis, seeks additional information, renders decision, recommends classification or new classification/job description.
CSEA	Provides mutual input, mutual agreement required for job family studies, meets yearly with District on studies, participates in appeal meetings, negotiates new job descriptions/salary ranges, can challenge new class designations. participates in appeal meeting.



Employee Resources



HR is here to help! Contact us at swchumanresources@swccd.edu or at 619-482-6395.

Welcome to the ever changing "Employee Resources" page of Human Resources! We strive to provide tools and information that allow you to efficiently navigate through the various procedures required to initiate and compete important personnel matters. If you have any questions about this page or any resources found here, do not hesitate to reach out!

▼ Expand All ▲ Collapse All

⊕ Classification and Compensation



Thank
You!



swcreclass@swccd.edu