

Procedure 36: Classification of Positions

Responsible Office: Human Resources

Reviewed/Revised: December 2024

A. Authority and Responsibility

1. The Senior Vice President, UCI Health, and Vice Chancellor, Human Resources, UC Irvine is responsible for the development, administration, and evaluation of UC Irvine's Classification Program and for the redelegation of authority for classification decisions to trained participants in the Classification Decentralization Program; the initiation of established class titles at UCI; compliance with federal and state regulations and laws; and compliance with the Office of the President and Executive Management recordkeeping and reporting requirements.
2. Department managers and supervisors are responsible for periodically, or at a minimum every five years, reviewing positions and updating position descriptions.
 - a. For Campus, it is expected that personnel files include an up-to-date position description, which should also be housed in the online position description library in the [JDxpert \(JDX\) system](#).
 - b. For College of Health Sciences and Health, position descriptions should be stored in [JDX](#).

Position descriptions should include:

- Summary of duties, clarifying the role of the position;
 - Essential functions, with tasks performed and percentages of time;
 - Requirements (physical, mental, environmental); and
 - Required education, experience, knowledge, skills, and abilities to perform the essential functions of the position.
3. Campus Only: For schools/units participating in the Classification Decentralization Program, the decision maker, i.e., local HR/Campus Personnel Officer (CPO) reviewer, is responsible for ensuring appropriate application of policy, procedure, and classification methodology; compliance with FLSA classification exemption criteria; and for making classification decisions for PSS positions as redelegated by the Senior Vice President, UCI Health, and Vice Chancellor, Human Resources, UC Irvine.

For non-participants in the Classification Decentralization Program, classification decisions for PSS positions are made by Campus HR Compensation Analysts.

B. Campus Procedure

Staff positions are classified based on duties and responsibilities assigned and exercised. Each position is assigned a job title that is used on official records and publications. As duties and responsibilities undergo significant changes, the position may be reviewed for reclassification. HR is responsible for the review and classification of Professional and Support Staff (PSS) and Managers and Senior Professionals (MSP) positions, except where such authority for PSS positions has been redelegated to participants in the Classification Decentralization Program. This program decentralizes classification decision making for new and replacement PSS positions under recruitment and for the upward and lateral reclassification of existing PSS positions.

If the duties and responsibilities of a position undergo changes that include critical or sensitive functions, the position should be designated as a critical position for which an additional background check may be required. Prior to assigning a current employee new or expanded functions, level and scope of duties, and/or responsibility that might result in the designation of the position as critical, a request for a background check may be initiated (see Section 300-10, Background Check Procedures.)

1. Participants in the Classification Decentralization Program (PSS Positions Only)

a. New or Replacement Positions

- 1) The position description (new or revised) is entered into [JDX](#).
- 2) The classification decision maker (i.e., designated and trained local HR/CPO reviewer) reviews the position description for new and replacement positions.
- 3) For replacement positions where there is no or little changes to the position description, the decision maker can skip [JDX](#) and begin the job posting process.
- 4) For new positions or replacement positions with changes to the position description, the decision maker makes a classification determination. The approved classification information is documented in the approving authority section of [JDX](#).

b. Reclassification of Existing Positions

- 1) The incumbent and supervisor periodically, or at least every five (5) years, review the position's description to ensure that it accurately describes the essential responsibilities assigned and exercised. In the event of a significant and permanent change, the local HR/CPO representative will submit a request for reclassification into [JDX](#).
- 2) If approved, reclassifications are effective on the first of the month after receipt of the complete request for classification review by the appropriate local HR/CPO professional. Local HR/CPO may approve an alternate effective date given special circumstances.

2. All MSP Positions and Non-Participants in the Classification Decentralization Program

a. New or Replacement Positions

- 1) The supervisor or local HR/CPO prepares a position description for a new or vacant position and submits it to Campus HR Compensation Analysts through [JDX](#). Local HR/CPO reviews the position and notifies the authority of the recommended payroll title, if there are no significant changes. The position then advances for recruitment through [JDX](#).

b. Reclassification of Existing Positions

- 1) The incumbent and supervisor periodically, or at least every five (5) years, review the position's description to ensure that it accurately describes the essential responsibilities assigned and exercised. In the event of a significant and permanent change, the local HR/CPO representative will submit a new position description as outlined above.
- 2) If approved, reclassifications are effective on the first of the month after receipt of the complete request for classification review by the Campus HR Compensation Analysts. Campus HR may approve an alternate effective date given special circumstances.

C. College of Health Sciences and Health Procedure

1. New or Replacement Positions

- a. The Compensation Analysts provides approval for position descriptions. If there are no or little changes needed, the department may proceed to recruitment.
- b. For College of Health Sciences, an HR Generalist will open a request in [JDX](#) and a Compensation Analyst will approve via [JDX](#).
- c. For Health, managers will contact their HR Business Partner, and a Compensation Analyst will classify the position and archive the information in [JDX](#).

2. Reclassification of Existing Positions

- a. The incumbent and supervisor periodically, or at least every five (5) years, review the position's description to ensure that it accurately describes the essential responsibilities assigned and exercised. In the event of a significant and permanent change, the assigned HR contact (HR Generalist for College of Health Sciences or HR Business Partner for Health) will submit a new position description as outlined above.
- b. If approved, reclassifications are effective on the first of the month after receipt of the complete request for classification review by the applicable Compensation Analyst. HR may approve an alternate effective date given special circumstances.

D. Reconsideration of Classification Decision (Campus, College of Health Sciences, and UCI Health)

If a department or staff member would like a classification decision to be reconsidered, there will be a blind re-review by a Compensation Analyst, or the matter will be escalated to Total Rewards for further evaluation.

[PPSM-70](#): Complaint Resolution is not applicable to classification decisions.

E. Applicability

This procedure applies to all staff members, except employees who are in a bargaining unit that has an exclusive representative (union) and are covered by the applicable provisions of the collective bargaining agreement.

F. References

Personnel Policies for Staff Members (PPSM)

- [Policy 2](#), Definition of Terms
- [Policy 30](#), Salary
- [Policy 36](#), Classification

[Career Tracks Framework](#)

[Career Tracks Job Standards](#)

[Career Tracks Categories and Levels](#)

[JDxpert \(JDX\)](#)

UCI Administrative Policies & Procedures

- [Section 300-10](#), Background Check Procedures

UCI Delegations of Authority

- IDA332 [rescinded 8/21/15], Exceptions to Policy 30.L, Restrictions (Additional Compensation)
- [IDA336](#), Classification Authority for Professional/Support Staff Positions and Manager/Senior Professional Positions
- IDA513, Appointments, Promotions, Demotions, Dismissals, and Compensation of Certain Staff Personnel [superseded by IDA581 and IDA611, and now [IDA638](#) - Appointments, Promotions, Lateral Transfers, Demotions, and Compensation of Certain Staff Personnel (Career, Contract, and Limited)]