Justification Guide for Classification Reviews

This document is intended as a guide for supervisors and managers. Submitters of requests are responsible for adhering to any applicable department-internal approval workflows prior to submitting requests. Ensuring the appropriate approvals is part of the HSHR review process.

Within the University system there are hundreds of payroll titles organized into various classifications, each of which describes a type of job performed by University employees. Classification, also called Position Evaluation, is the process of evaluating the Duties and Responsibilities of a position to determine the best appropriate job title.

A request for a classification review should be submitted when permanent and substantial changes in job duties occur. This includes:

1. **A position’s responsibilities have significantly changed, generally 30% to 50% (more than 50% would represent a new position for which recruitment would be necessary).**
   
   **Example:** Sally is an Accountant I. When Sally was initially hired she was closely supervised and had little independence. Over the last 2 years she has been given more difficult / complex projects requiring greater specialized knowledge and greater independence. In addition, Sally now serves in a lead role over 3 other Accountant I’s in the department.

2. **Changes in supervision received/exercised.**
   
   **Example:** Administrative Analyst was hired as an independent contributor, but overtime position has taken on supervision responsibilities and now supervises several people in the department. This may warrant a reclassification to an Admin Analyst- Supervisor position.

**Please note:** Work volume and job performance do not justify reclassification. Reclassified employees typically retain the majority (50% or more) of their prior job duties and also assume additional duties. Classification review may result in a higher, lower, or lateral classification change. **It is important to remember that the duties and responsibilities assigned to the position – rather than the individual occupying the position – are the focus of the classification process.**

**How to submit a request for Classification Review**

An updated job description should be completed through the [Online Job Description Library](#) (for Professional Schools positions) or [Lawson](#) (for Health System positions) prior to submitting the online equity increase request form to HSHR. Then simply submit a case through Service-Now.