



University Auxiliary Services

CSULA - University Auxiliary Services, Inc.

RE-CLASSIFICATION REQUEST FORM

This form must be complete and have all proper authorizations before a review can begin. Please submit your department's organizational chart displaying the supervising relationships. The process may take up to 45 days. The UAS HR will contact you upon completion of the review.

Current Position Title	<input type="checkbox"/> Contracts and Grants C &G Expiration Date _____
Department/Project name	<input type="checkbox"/> UAS <input type="checkbox"/> Agency
Request Date (If approved, the new pay rate will be effective on the following pay period after submission of this form)	Employee Name
Employee Hire Date	Current Classification Code
Position Supervisor's Name	Position Supervisor Title
Reason for a Re-Classification Request - List the reasons which justify the employee's position to be re-classified	
Current Position Description - Either type a job description using the attached template, or cut and paste an existing job description	
Proposed Position Description - Either type a job description using the attached template, or cut and paste an existing job description	
Authorizations (All requests must be accompanied by employee, supervisor and Director (authorized/required one-up) signatures before re-classification review can begin)	
Employee (Print or type name)	Signature & Date
Supervisor (Print or type name)	Signature & Date
Department Director (Print or type name)	Signature & Date
UAS USE ONLY	
Re-Classification Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Approved
New Position Title and Classification Code	New position Pay Rate
Employment and Compensation Manager Signature	HR Director Signature

JOB DESCRIPTION INSTRUCTIONS AND TEMPLATE

This form is the official records of duties assigned to a position and the competencies (skills, knowledge, and abilities) required for satisfactory performance. It provides information necessary for job classification, recruitment, and selection. A job description should be prepared whenever a new position is established. In addition, it should be revised whenever substantial changes occur in the duties and responsibilities of an existing position. Please use the template below to complete a job description for a position:

SECTION 1-POSITION OVERVIEW:

Summarize briefly the major purpose of the position and its role in the department.

Example: Under general supervision of an Administrative Coordinator, provide secretarial services to six faculty members in the Biology Department. Major functions include typing manuscripts, composing correspondence, screening calls and making appointments.

SECTION 2-SPECIFIC JOB DUTIES:

List each job duty and related tasks, starting with the duties that take the largest portion of time. A task is a particular work action performed to accomplish the duty. Most jobs are comprised of 4-8 duties, each involving different tasks. Be specific about the degree of responsibility involved and the equipment, processes and work aids used. Avoid ambiguous words, such as “assist” without providing clarifying examples. Indicate the approximate amount of working time spent on each major duty using percentages.

Example:

Percentage of Time	Duties and Tasks:
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40 %	A. Prepares technical manuscript- Corrects spelling, punctuation and grammar errors in drafts.
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SECTION 3- REQUIRED SKILLS/KNOWLEDGE

- Indicate the skills, knowledge and abilities for the satisfactory performance of each task listed above. Avoid general references to personality, interest, intelligence, judgmental and specific years of education and experience.
- List special physical characteristics necessary for satisfactory job performance, i.e. “ability to lift 50lb. objects frequently”.
- Rate the importance of each skills, knowledge and ability using the following designations:
 - **“Required”**-Qualification essential to satisfactory job performance and which the worker must have at the time of application
 - **”Preferred”**- Qualification that may take longer than 8 hours to train; employer is willing to train but prefers applicant to have skills.

Signatures of the employee, immediate supervisor, and department head are to be included in the job description before submission for classification or reclassification purposes.

Please submit to UAS HR, Employment and Compensation Manager.