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Policy Information

Effective Date:

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Policy Number:

CSM 305.0

Responsible Unit:

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Policy

Reclassification studies of departments or departmental programs may be initiated by one of two means:

1. Department heads may request Human Resources to review departmental classifications, subject to the availability of funds; or
2. Human Resources may request that classifications within a department be audited on a department-wide or program-wide basis as a result of either an apparent classification discrepancy revealed by an individual audit or an Arizona Universities Personnel System Review.

Procedure

Department heads who desire reclassification studies shall submit a letter of request to Human Resources. A compensation analyst shall confer with the department head and determine if a study is appropriate. The department shall submit Staff Position Questionnaires for employees involved in the study through the appropriate organizational structure (see Classified Staff Human Resources Policy Manual 304.0, [Requests for Position Reclassification](#) [2]).

Human Resources shall audit the positions and submit written recommendations to the department head regarding the classifications and, if circumstances warrant, the organizational structure.

Source URL: <https://policy.arizona.edu/employment-human-resources/reclassification-studies>

Links

[1] <mailto:hresolutions@email.arizona.edu>

[2] <http://policy.arizona.edu/employmenthuman-resources/requests-position-reclassification>