

Maintaining Accurate Classifications

Job descriptions are the central tool we use at Berkeley to maintain accurate classifications. Job descriptions should be considered a living document and it is recommended that-- in collaboration with their staff-- supervisors review each description annually during the performance review process to ensure that it remains reflective of the roles and responsibilities assigned to that position.

Any revisions to job descriptions should be shared with your HR partner and confirmed with the supervisor and employee's signature on the updated document. Your HR partner will file the Word version in a repository of Divisional job descriptions available for reference, and will copy the final, signed job description to the employee's personnel file.

Supervisors are also advised to review their department classifications whenever there is:

- Any significant department restructure resulting in change of responsibilities/work distribution, loss of employees, complete overhaul, etc.;
- A significant change to duties (greater than 50% responsibilities have changed);
- A major change in technology that impacts the type of work performed.

A change in work responsibilities does not necessarily indicate the need for reclassification. In some cases, acknowledgement of higher level work, or a temporary stipend, may be appropriate to recognize temporary performance of higher-level duties or "other significant duties" not part of the employee's regular position. Permanent changes to a position (more than one year) should go through a formal reclassification process. Please note that even major changes to the the key responsibilities of a position may not impact its classification-- the revised duties may still be within the scope/margins of that title as defined by Campus job standards.

If a change in duties is significant (greater than 50% responsibilities have changed), supervisors must follow the steps outlined below to process a formal reclassification review request:

1. Consult with your HR partner to discuss the new responsibilities and proposed classification;
2. Draft a new job description in [Job Builder](#) using the template of the proposed classification;
3. Submit the new and old job descriptions (with tracked changes), along with a current organizational chart and updated PEM form, via ServiceNow;
4. HR partners will copy CUA on all reclass requests for PS3 and above.

The Education Workgroup has prepared a number of resources to help supervisors and managers write and maintain good job descriptions. These resources, and many more, are [available online](#).

[PPSM-36](#) and the Berkeley Human Resources [webpage](#) provide for more information about the Campus policy and process for evaluating classifications.