

**RECLASSIFICATION PROCESS INFORMATION SHEET
 2014 - 2015**

The reclassification applications are available in both Word and PDF formats on the Coast Community College District web site at <http://www.cccd.edu/facultystaff/hr/forms.aspx> . Complete all sections of the application and submit with only the requested attachments by the deadline date. Applications must be received by the District Office of Human Resources no later than 5:00 p.m. on the deadline date of 10/31/2014; only forms received by the deadline will be processed.

Required attachments to be submitted with your application include Job Specifications for your current position and requested position and a copy of the most current official campus organizational chart for your department. These items are available through your campus personnel office or the District Office of Human Resources.

More detailed information on the reclassification process can be found in the District CFCE Classified bargaining unit agreement, **Article 12, Reclassification**. The following is the Reclassification Schedule for the 2014/2015 process:

12.4 Reclassification Timeline

08/01 through 10/31	Application window period.
11/01 through 12/17	Manager of Recruitment and Staff Analysis completes preliminary review.
01/06 through 02/14	Committee receives reclassification training from contract independent consultant; establishes process and interview timelines.
02/17 through 04/17	Committee reviews applications, conducts interviews, and submits recommendations representing a majority of the Committee to the Vice Chancellor of Human Resources.
04/20 through 05/11	Vice Chancellor of Human Resources reviews recommendations and notifies applicants of decision.
05/13 through 05/27	Appeal period (not less than 10 working days).
06/01 through 06/12	Appeal interviews and Subsequent Submission for Board of Trustees Approval.
07/01	Implementation of approved reclassifications and compensation alignment if applicable.

Applications will be reviewed by the reclassification committee after winter break and during the months of January through April. The Reclassification Committee's first task will be to pre-screen applications to determine whether or not the applicant's request for reclassification has met the agreed upon minimum requirements for the process (Article 12.5 B. First Phase-Pre-screening). Applicants that advance to Second Phase-Interview (Article 12.5 C), will be contacted to schedule an interview meeting with a team from the committee. This interview will be your opportunity to discuss your application, to explain any pertinent examples of how your job has changed over time, and to give the committee an opportunity to ask any questions they may have about your position and job duties.

If you have any questions on the reclassification process, please contact your campus classified union representative or Shannon O'Connor in the District Office of Human Resources at extension 84713.



RECLASSIFICATION APPLICATION FORM
2014-2015

Last Name: _____ First: _____ M.I. _____

Employee ID: _____ College/Site: _____ Dept: _____ Ext: _____

Employee Email address: _____

Current Job Title: _____ **Salary Range/Step:** _____

Requested Job Title: _____

Are you currently in an out-of-class assignment? _____

Days Worked: (Circle all that apply) M T W TH F S SU Hours of Work: Start: _____ End: _____

Are you full-time or part-time: _____ Circle the number of months worked: 10 11 12

Immediate Supervisor's Name: _____ Ext: _____

Immediate Supervisor's Title: _____

Administrator's Name: _____ Ext: _____

Administrator's Title: _____

- *REQUIRED ATTACHMENTS:**
1. **Reclassification Application Form**
 2. **Job Specifications** (Available from your College Personnel Office or the District Office of Human Resources.)
 - Current Position
 - Requested Position (if available)
 3. **Official Campus Organizational Chart for your department.**
 Available: CCC – President's Office GWC – Personnel Office
 OCC - Administrative Services DISTRICT – HR/Recruitment
 Online: <http://www.cccd.edu/facultystaff/hr/forms.aspx>

Please do not submit work samples or letters of recommendation with this application. These materials cannot be accepted for processing with your Reclassification Application and will be returned. (If desired, you may share work samples with the interview team at time of interview.)

DEADLINE TO APPLY

COMPLETED FORMS MUST BE **RECEIVED BY THE DISTRICT OFFICE OF HUMAN RESOURCES** NO LATER THAN **5:00 PM, Friday October 31, 2014.**

SEND COMPLETED FORM TO: DISTRICT OFFICE OF HUMAN RESOURCES – ATTN: SHANNON O'CONNOR (x84713)

***If the required attachments are not submitted, your reclassification application will be considered incomplete. This is the responsibility of the reclassification applicant to ensure all application materials requested are attached and received by the due date.**

Employee Signature: _____ Date: _____

Part III: Position Analysis

Please list the key work responsibilities/duties from Part I and estimate the percentage of time spent on each duty (estimate should be based on an average week over the last year- total duties should not exceed 100%), additionally indicate if the duty is temporary or permanent. If you are having difficulty estimating the percentage, then list the amount of time it takes to complete the duty (for example the typical number of hours, days, weeks, or months in a year). Only include the specific duties that are to be analyzed and considered for reclassification, do NOT include all duties.

EXAMPLE: State report writing and compliance auditing – 20% - Permanent Duty **OR**
State report writing and compliance auditing – 8 hours per week – Permanent Duty.

List of Responsibilities/Duties	*Estimated Percentage of Time OR Actual Time	Perm or Temp Duty

* If you are indicating actual time as opposed to percentage of time, please indicate whether your estimate is an estimate of the number of hours in a day, week, or month; the number of days in a week; the number of weeks in a month; the number of months in a year; or other combination of time.