INFORMATION ABOUT THE 2023 – 2024 RECLASSIFICATION PROCESS

SANTEE SCHOOL DISTRICT

The Santee School District Classification Committee is comprised of members of the Santee School District Classified Employees Organization appointed by CSEA and representatives of the Board of Education approved by the Superintendent. **The primary goal of the Committee** is to provide a systematic process for considering any request for reclassification and make an appropriate recommendation to the Superintendent.

District/CSEA Classification Committee:

David MacLeod Teresa Edgerton

Dr. Marcia Hamilton Brad Hunt Dr. Lisa Paisley Ramon Gomez

Reclassification

"Reclassification" is the adjustment in classification and/or pay range of a position based on changes in job duties. The Committee applies the criteria of **knowledge**, **accountability**, and/or **complexity** of the duties performed and/or the **working conditions** in which the employee performs such functions in determining the appropriate classification for each position considered. **The Committee's functions** include, but are not limited to: (1) Review of applications; (2) Review of job descriptions; (3) Review of changes in job titles or job descriptions; (4) Evaluation of duties in terms of knowledge required, accountability, complexity of duties, and working conditions; (5) Determination of validity of request based on above; and (6) Recommendation to Superintendent/Board of Education.

The attached Reclassification Request Form is provided for employees who wish to be considered for reclassification. Applicants are requested to carefully complete the form so that Committee members can properly analyze the request made and make the best possible recommendation concerning each request. Applicants should feel free to contact any member of the Classification Committee for assistance in completing the Reclassification Request Form.

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Employees who believe that their job duties have changed through either a gradual increase in duties, or through the assignment of new duties requiring a higher level of skills and/or responsibilities, are encouraged to complete this form and submit one (1) copy under confidential cover to the Human Resources Office no later than December 1, 2023. Human Resources will send acknowledgement of receipt of your request. Upon receipt of your request, a copy will automatically be forwarded to your supervisor and members of the Reclassification Committee for a technical review.

Name:		
Current Job Title And Classification:		
Work Site:		
Immediate Supervisor:		
Type of action(s) requested. (Check <u>e</u>	each that is appropriate):	
Request for reclassification		
(A request for reclassification would of the job description, salary range	Job Title Classifi Ild normally include, but not be limited to, a se, and title.)	
2 Request for job description	change.	
3 Request for title change from	m	
	to	
(current)	(proposed)	
(If you are requesting ONLY a c	hange in title, skip immediately to #5 on next	page.)

(Please continue)

RECLASSIFICATION REQUESTS

1.	Using Attachment A, please outline the duties you now customarily and routinely perform that are not reasonably contemplated by your existing job description.
2.	Use one "Explanation of Additional Job Requirements" from Attachment B for each new duty as you have outlined on Attachment A.
3.	If you are requesting a reclassification, please attach a copy of the current job description for the classification you seek (copies of job descriptions are available on the Human Resources website.
4.	If you are requesting a change in your job description, please attach a proposed job description.
5.	If you are requesting a title change only, indicate what factors support that change in title:

Please submit this page with your request.

Thank you.

Attachment A

Duties I now customarily and routinely perform that are not reasonably contemplated by my existing job description and should not fall under "other duties assigned." (Attach one copy of "Explanation of		
Additional Job Requirements" [Attachme	ent B] for each new duty as outlined below.)	
Item 1.		
Item 2.		
Item 3.		
Item. 4.		
Item 5.		
Item 6.		

SANTEE SCHOOL DISTRICT

Explanation of Additional Job Requirements

(Copy as many of these sheets for each new duty you have listed)

Additional duty as listed on Attachment A (yellow) Item #
For how long have you been performing the duty listed above?
Why were you assigned this duty?
Who assigned you this duty?
If you know who was performing this duty before you, please indicate who and what position they held.
(Fill in only those criteria which apply) New knowledge(s) required?

How did this duty make your job more complex?		
Results in greater accountability?		
Made working conditions less favorable?		