

Civil Service/Professional and Academic Classification Review Request



UNIVERSITY OF MINNESOTA

Submit Classification Review Request when:

Job responsibilities have changed and the employee:

- 1) is performing all responsibilities of the job being requested and
- 2) meets required qualifications

Submit this form along with a **previous position description** and a **current organizational chart** to:

ohrcmpad@umn.edu. Provide **electronic documents** only. (Scanning the document will not allow the full content to be readable)

Before proceeding with this review process, consider:

- 1) Is the employee aware of the benefit implications of moving from a Civil Service employee group to P&A (if applicable)?
- 2) Are you aware of the salary range of the requested job?

A Classification Review Request should not be submitted only to provide a salary adjustment to reward a top performer. For other options, please review [merit or in-range adjustments](#).

Employee Information

Employee Name:			Employee ID:	
Current Job Code:		College/Unit:		
Current Job Code Title:		Department:		
Requested Job Code:			Today's Date:	
Requested Job Code Title:		Working Title:		

Reason for Review

Describe the reason for review in 3-4 sentences: (such as reorganization, taken on new job duties, due to a vacancy, etc.)

Required Qualifications

Does the employee meet the minimum required qualifications of the requested job code?	Yes	No
Highest level of education completed:		
Other (indicate):		
Number of years of relevant professional experience ¹ :		
Professional Licensures or Certifications held:		

¹ Professional experience is defined as: (1) any employee engaged in work

- (i) predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work;
- (ii) involving the consistent exercise of discretion and judgment in its performance;
- (iii) of a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and
- (iv) requiring advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education, an apprenticeship, or training in the performance of routine mental, manual, or physical processes; or any employee, who (i) has completed the course of advanced instruction and study described in clause (1), item (iv); and (ii) is performing related work under the supervision of a professional person to qualify as a professional employee as defined in clause (1); or a teacher.

Span of Control

Has formal supervisory responsibilities ² ?	Yes	No
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² Supervisory responsibilities² is defined as performing the majority of the following: hire, transfer, suspend, promote, discharge, assign work, reward, discipline, direct the work of other employees and respond to grievances.

If yes, does the employee meet supervision requirements ³ ?	Yes	No
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³ Supervision requirements: Must be one or more non-student direct reports for Supervisor classifications, or three or more non-student direct/indirect reports for Management classifications.

# of University employee ⁴ direct reports full-time equivalent:	
# of University employee indirect reports full-time equivalent:	

⁴ University employee includes all employees except part-time employees who work less than 14 hours per week or 35 percent of the normal workweek, temp/seasonal employees, employees who work less than 67 days a year, and student employees.

Primary Purpose of Job

In 2-4 sentences, describe the primary purpose of the work performed.

Begin each sentence with an action verb (analyzes, develops, researches, coordinates, etc.).

Responsibilities Begin each sentence with an action verb (analyzes, develops, researches, coordinates, etc.).

Approximate % of time	Responsibilities
	Total (must equal 100%)

Required & Preferred Qualifications

Job Scope

Does this position set business strategy?⁵

Yes No

⁵ Business strategy is defined as a long-term plan of action designed to achieve our mission, particular goal, set of goals, or objectives.

If yes, make sure this is described in the **Responsibilities** section on page 1

Select one description from the drop down that best applies and provide an example for each:

Independence and Decision Making

Complexity and Problem Solving

Scope of Measurable Effect

Budget Responsibilities

None	Plan	Prepare	Forecast	Monitor	Approve
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Estimated dollar impact: \$

Please type name below to certify that this information accurately reflects this position. No electronic signatures. Do not sign a printed hard copy.

Employee

Name:	Email:	Date:
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Supervisor

Name:	Email:	Date:
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Department Head

Name:	Email:	Date:
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Human Resources

Name:	Email:	Date:
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HR Use Only: Does HR and management support the requested reclassification?

Yes No

Comments:

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FOR COMPENSATION USE ONLY:

Date Received:	Due Date:	Reclass #:	Final Decision:	No Change	Approved	
New Job code Title:			New Job Code:			
New Salary Plan/Grade:		New Hourly Min-Max:				
New Probationary Period:	Yes	No	New Starting Date in Class:	Yes	No	Effective Date:
Reviewed By:			Date Approved:			
Additional Notes:						

**Final Required &
Preferred
Qualifications**