

Reclassification Training

Follow up Q & A

As promised, below are responses to the many questions we received during Compensation's Reclassification training held on October 19, 2023. We were excited but also a bit overwhelmed by all of the great questions! As a reminder, we aren't able to answer questions specific to an individual situation. We also "stayed in our lane" and only answered questions that are within Comp's purview. We focused on the questions about reclassifications or general compensation questions.

If you have further questions, especially pertaining to your own employment, we suggest starting with your manager, department leaders, or your HR Partner.

Before digging into the questions, here are some useful links:

- [Compensation | People & Culture](#) - main source for all compensation related information
- [Job Classification | People & Culture](#) - additional information about classification
- [Job Builder | People & Culture](#) - links to JDX and JDX resources
- [Job Family & Function Report](#) - sheet with all non-represented titles and salary grades
- Process Maps:
 - [New Position Classification Process](#)
 - [Reclassification Request Process](#)
 - [Equity Process](#)
 - [Stipend Process](#)
- [Complete and Accurate Classification Request](#) - more details about what to include with reclassification requests
- [Job Code Lookup \(JCL\)](#) - Salary pay ranges and steps for all titles, maintained by UCOP
- [UCPath Employee Portal](#) - UCPath Dashboard to find your Primary Title/Job Title
- [BPM 109 Compensation & Benefits](#) - the Compensation section addresses frequently asked compensation questions.

Question	Answer
What are some of the direct benefits to the individual to go through the Job reclassification process? What are the benefits to the manager and team?	The benefit is that a reclassification review ensures the position is classified properly at the current level or moved to a higher/lower level based on the job duties if they've changed.
Is the first step in reclassification to have a conversation with our manager? Is it usually employees that bring this up or is it managers?	It's usually started by the manager, but an employee can bring it up to their manager.

Question	Answer
Is the reclassification process the same if you are represented?	Here is a reclassification process map that details the steps for represented and non-represented employees: https://hr.berkeley.edu/sites/default/files/reclassification_request_process_2023.08.14.pdf .
Can an employee request a reclassification?	Yes, per PPSM policy (and most bargaining unit agreements) employees can self-submit a reclassification of their own position - however, we (Comp) will need to validate the updated job description with the direct manager - to verify the work outlined on the JD aligns with the work being assigned to the employee/position.
Does a new position make it harder to get a promotion?	No. A promotion is defined as an open recruitment position that an employee must apply to. A reclassification is based on changes to the employee's job duties.
If we want to submit a reclass, do we use the existing Job Description and make changes to it, or start a new one representing their new duties.	In JDX, start with the desired job title and there is a place to attach the current / old job description. There are resources here: https://hr.berkeley.edu/compensation-benefits/compensation/job-builder .
What if an employee's job description has never been entered into JDX? Is it still possible for them to pursue a reclass?	Yes! In JDX you would start with the requested title and attach the current / old JD. It's fine if the older JD has not been through JDX yet.
What if you want a working title change but not a reclass, what do you need to do for that or what merits a working title change?	Working or Business Titles are determined by the department and do not impact reclassification. Business Titles should: reasonably reflect the nature of the work performed, be distinct enough to differentiate the position, and be consistent with other business titles where similar work is done in a classification, function, or across the unit (For example: Financial Anl 2 as Budget Analyst). More info: https://hr.berkeley.edu/comp-benefits/compensation/compensation-compliance .

Question	Answer
Is division- or department-level approval part of the reclassification process, or is this largely between the manager and incumbent?	It depends on the internal departmental/divisional processes or the title being reclassified. More information can be found here: https://hr.berkeley.edu/sites/default/files/reclassification_request_process_2023.08.14.pdf .
If you are performing the duties of a level 4 position in your office, but are a level 3, is this considered a reclass?	Descriptions are reviewed and compared to the job standards for non represented positions and to the Job Series concepts for represented positions.
How is the 50% or more determined? Does this take into consideration University Policy changes that impact individual positions?	Each key responsibility has a percentage tagged to it. University policy changes rarely, if ever, impact a classification.
Can you confirm that student classification, job descriptions, and job titles are at the department's discretion and do not need to go to Comp for review?	Correct.
Can someone in a limited or contract appointment be reclassified or only people on career appointments?	Limited or contract appointment positions are not eligible for a reclassification.
If we have specific questions about our individual situations, would the drop in hours be appropriate to attend?	No, questions should be forwarded to the HR Partner.
Is there a certain amount of time an employee has to already have been doing new duties for a reclass to be approved?	There is no specific amount of time. The incumbent should have been performing the advanced duties for a period of time with demonstrated proficiency. The amount of time can vary depending on the complexity of the job and other factors.
How is the effective date determined?	Reclassification effective dates are the first day of the month following receipt of all the required documents to Compensation.
How long does this process of approval typically take from start to finish?	Assuming all necessary documentation is provided, the turnaround time for reclassification requests of encumbered positions is generally 30 business days.
Are employees taking pay cuts due to reclassification?	Generally no. It depends on if the reclassification is an upward, downward, or lateral reclassification. Not all reclassifications result in a pay change.
Can employees get both a reclassification and an equity increase?	Yes, the actions are separate. https://hr.berkeley.edu/comp-benefits/compensation/salary-and-pay .

Question	Answer
Can you update/change your job description without requesting a reclassification? Will the HR Partner see that it is changed?	The supervisor should always be a part of any changes to a job description. The Job Description should be accurate and should be updated if duties change. Sometimes there are changes that still fall within the same title, so wouldn't require reclassification.
Will the comp team continue to send out reminders to review reclass potential for a SRA 1?	Yes, the Comp team puts out a call approximately every six months for career SRA I positions to be reviewed for possible movement to the SRA II level. https://ucnet.universityofcalifornia.edu/labor/bargaining-units/rx/docs/rx_41_transfer-promotion-reclassification_2013-2017.pdf .
Is there an appeal process if your request is denied or the reclass is not as requested?	Check the relevant personnel policy or contract for guidelines on formally appealing or reviewing a classification decision. Discuss with your manager or supervisor if you appeal a reclassification decision. If the department and/or the employee disagree with a classification decision, they should discuss the outcome with their HR Partner. If, after that discussion, they still would like to appeal the original decision, the appeal request, with written reasons for disagreement, may be submitted to the Total Rewards Director in the People & Culture Department under the signature of the department head within 30 days of receiving written notification of the classification decision. The originally submitted job description as approved by the supervisor and the written reasons for disagreement will be the basis of the appeal review. The appeal process is not intended to consider revisions of the job description directed toward achieving a desired classification. Any revisions to the originally submitted job description will constitute a new classification review request. More information here: https://hr.berkeley.edu/compensation-benefits/compensation/job-classification/non-represented.

Question	Answer
Are there tools or matrixes that you use and can provide to HRBPs to help make good reclass decisions? all tools would be helpful, thanks!	A couple of really helpful tools are the job standards and matrices within JDX. There are lots of tools here, including regular drop in sessions: https://hr.berkeley.edu/compensation-benefits/compensation/job-builder .
Is it the supervisor/manager's responsibility to have an up-to-date and accurate job description?	It's a collaboration between the employee and supervisor/managers to ensure a job description is updated.
When job duties have shifted/changed, how soon after should supervisors update the job description?	If the expectation of the job changes are permanent then the supervisor should update the job description as soon as possible.
How can you find your current job description? Do we need to go through our managers?	Employees can access their description in JDX if it has been formally approved in JDX. If it's not in JDX yet, please ask your manager.
Is there additional guidance available to create a "thorough and detailed" job description?	Yes! Here are a couple of resources: https://docs.google.com/document/d/1w9jpYBz8fGkaSoFeU1u66wb75_5r32tfg1cELctZ8Vg/edit#heading=h.8puwqlta21rf . https://hr.berkeley.edu/compensation-benefits/compensation/job-builder .
What is JDX?	JDX = Job Builder JDXpert (more info found here: https://hr.berkeley.edu/compensation-benefits/compensation/job-builder) UCB's Job Description Management tool.
How long has JDX been active?	JDX was rolled out on the UCB campus in July 2022. More information can be found here: https://hr.berkeley.edu/compensation-benefits/compensation/job-builder .
When a new supervisor arrives, is updating the JDX the appropriate way to list the new supervisor in the subordinate's job description?	Yes
My JD is not on JDX. How do I request it be uploaded?	Ask your manager.
How do we delete submissions that we accidentally submitted in JDX?	Please email compdesk@berkeley.edu in order for the submission to be deleted, or for any other questions or requests regarding JDX.

Question	Answer
Is there a step schedule for each position? How would someone know what those steps are for their job function and where they align?	The Job Code Lookup (JCL) allows supervisors, managers, and staff to look up classification information, including pay ranges, about any title code in the UC system. You can filter information by campus, bargaining unit, personnel program, and other criteria. JCL is maintained by the UC Office of the President (UCOP). https://tcs.ucop.edu/home
I can't find my position on the Job Code Lookup even after searching in each of the three position types. How can I get help with this?	You can find your payroll title by logging into UC Path and looking at the top left portion of the dashboard or checking your paystub. For additional assistance, ask your HR Partner. https://ucpath.universityofcalifornia.edu/home .
Is the midpoint in a salary grade the average pay for that title on Berkeley campus?	No, the midpoint is the approximate market rate for the level of work being performed.
Do quartiles solely depend on years performed? What if someone is a star performer and is already performing at a senior level in much less time?	The years of experience listed on the salary placement guidelines are one factor taken into consideration. It provides managers with a framework for establishing equitable salaries.
Does the comp team have a say over the salary adjustment?	There are many factors related to "who has say." More on Salary Setting Authority can be found here: https://hr.berkeley.edu/compensation-benefits/compensation/compensation-compliance .
How often do salary ranges get reassessed?	Annually. More information can be found here: https://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/non-represented .
Why has the annual compensation increase changed from merit to across the board (ATB)?	The annual determination to perform a merit versus an across the board (ATB) increase is made by UCOP (UC Office of the President). Currently, President Drake prefers ATBs.
What is the difference between an equity increase and a merit increase?	An equity increase is typically based on a salary inequity that cannot be corrected through the merit review cycle or ATB. More information can be found here: https://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/non-represented .

Question	Answer
If a manager chooses to increase salary still within the same grade and same duties, does that require a reclass?	Increasing a salary within the same salary grade would not be considered a reclassification - that would be considered an equity increase. More info: https://hr.berkeley.edu/sites/default/files/equity_process_map.pdf .
If someone is doing more complex work, but it's not enough to reclass them to the next level, can their pay be increased? If someone is at the very top of their pay range, but a reclassification to the next level is not appropriate/accurate, what options are available to the employee for salary increases?	Equity increases may be provided for those employees who are compensated at a relatively lower level for the work they perform. More information here: https://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/non-represented .
Do retroactive equity increases have to be reviewed by the Comp team?	Yes.
For represented employees, is a request for a step increase considered an equity increase request within the same title? If so, what is that process?	Yes, that is considered an equity increase. Follow the salary increase process here: https://hr.berkeley.edu/sites/default/files/equity_process_map.pdf .
What percentage in salary increase requires exceptional approval?	Please refer to the salary increase guidelines: https://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/non-represented .
Does the Comp team get involved in permanent salary increases only if they exceed 25%?	The Comp team gets involved if the proposed salary increase falls outside of the campus guidelines. https://hr.berkeley.edu/comp-benefits/compensation/salary-and-pay .
Is there an appeal process for equity increases that are denied?	Yes, contact the Chancellor and EVCP to appeal an equity decision.
What does PPSM mean? What is a P4?	PPSM stands for Personnel Policies for Staff Members. P4 stands for Professional 4 level. More info on PPSM: https://hr.berkeley.edu/policies/policies-procedures/ppsm . More info on Professional Levels: https://hr.berkeley.edu/fag/compensation (Scroll down to Classification).

Question	Answer
How much supervision (percentage of time) should it be to be considered for a supervisor title?	At least 50% and at minimum 2.0 FTE Supervisory Positions: An incumbent in a Supervisory position supervises at least 2.0 FTE and performs supervisory functions where independent judgment is exercised in at least three of the following: - Independently selects subordinates OR participates in the interviews and recommends who should be hired; - Independently determines subordinates' performance ratings OR recommends performance ratings; - Independently decides within budgetary limitations the amount of subordinate merit increases, who will be selected for promotional opportunities, and whether to request the reclassification of a position OR recommends these actions; - Has independent authority to issue written warnings and suspensions and determines what discipline should be imposed upon a subordinate OR recommends such actions; - Has independent authority to resolve grievances or complaints OR formulates and recommends a resolution to grievances or complaints. More information here: https://hr.berkeley.edu/compensation-benefits/compensation/job-classification/non-represented.
What is the difference between a manager and a supervisor?	Specific differences are described by the generic scope of each supervisory and managerial level. Another way to look at it is that a manager is responsible for making significant decisions on what the unit does: its purpose, functions and role, and for making commitments and decisions that require the expenditure of significant unit resources. Managers have a significant, external focus (to the world outside the unit), whereas a supervisor has a more internal focused responsibility for implementing the manager's decisions through the work of subordinate employees. More info found here: https://hr.berkeley.edu/node/3818. More info found here: https://hr.berkeley.edu/compensation-benefits/compensation/job-classification/non-represented.

Question	Answer
Can a staff position supervise an academic position?	No
Who is considered a SME (Subject Matter Expert)?	There are various Job Functions that have SMEs on campus, depending on the function. For example, we connect with UDAR leadership for Fundraiser positions, or we connect with EHS management on environmental, health, and safety positions, etc. https://hr.berkeley.edu/compensation-benefits/compensation/compensation-compliance.