Classified Reclassification Requests

The following procedure needs to be followed when requesting a reclassification for positions in the classified service where an employee currently occupies the position:

1. Incumbent must be immediately reachable and/or appointable to the proposed position/title. If the incumbent is not immediately reachable, the College will not support the request. (this can be determined by contacting HR at ext. 2230)

2. A ‘Request for Reclassification Review’ form must be completed and approved by the immediate Supervisor, Department Chair/Head and Human Resources prior to submission to the Vice President (or President, if applicable).

3. The following must be submitted via email to the Human Resources Office at hr@oswego.edu.
   
   A. Justification: Cover memorandum that identifies specific reasons why the requested title and/or salary grade is more appropriate. Describe how the position has changed etc.

   B. Detailed job description using the Job Description Questionnaire Form: List the major activities performed. Estimate the percentage of total time spent on each activity. Under each activity describe the typical tasks. Be specific. Use short statements beginning with active verbs. Indicate, WHAT is done, FOR whom or to what, HOW, and for that PURPOSE. Indicate frequency (daily, weekly, etc.) of each task.

   C. Organizational Chart: A current departmental organizational chart must be submitted.

   D. Annual Performance Plan: A copy of the incumbent’s current Annual Performance Plan must be submitted.

Please contact Human Resources at ext. 2230 or hr@oswego.edu with any questions regarding this process.

An employee does have the right to submit a reclassification request directly to the Department of Civil Service at any time. This can be done by completing the Department of Civil Service form CC-2E: Employee-Application for Change in Title or Salary. It is located on their website at http://www.cs.ny.gov/extdocs/forms/cc-2e.pdf.

Please note: Approval or declination of a title or salary reclassification is ultimately the decision of the Department of Civil Service.
Classified Service
Request for Reclassification Review

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<th>Department</th>
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<tr>
<td>Current Title</td>
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<td>Requested Title</td>
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**Attachments:**
- Cover Memorandum that provides a detailed description of reasons why the requested title is more appropriate for this position. Describe how the position has changed, level of independent judgment used, types and frequency of decisions, level of independence in performance tasks etc.
- Job Description Questionnaire
- Organizational Chart that includes names of employees and titles for EACH position in this department. Highlight the subject position on the chart.
- A copy of the incumbent’s current Annual Performance Plan.

**Approval/Denial Process:**

I reviewed the above request and recommend the reclassification:

___Approve ___Deny

Immediate Supervisor: ____________________________________________________________
(if different from the Department Head) Date

___Approve ___Deny

Department Head: ______________________________________________________________
Date

___Approve ___Deny

Human Resources: ______________________________________________________________
Date

___Approve ___Deny

Vice President (or President): ____________________________________________________
Date

**For Human Resources/Payroll Services Use Only:**

___________ Short Form (1A) Title
___________Long Form (2A) Title

___________ Entered on HR Position
___________Entered in NYSTEP Effective Date
Job Description Questionnaire

List the major activities performed. Estimate the percentage of total time spent on each activity. Under each activity describe the typical tasks. Be specific. Indicate, WHAT is done, FOR whom it is done, and HOW it is done. Indicate frequency (daily, weekly, etc.) of each task.

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Employee Signature _______________________________          Date_________________