



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

Position Study Overview and Process

Overview:

Positions are classified based on the duties and responsibilities assigned to the position. As job duties and responsibilities change, the position may warrant reclassification.

Requests for reclassification should be submitted when permanent and substantial changes in job duties occur. Common examples include:

- ✓ Changes in the scope, nature, variety, and complexity of work performed
- ✓ Changes in supervision received
- ✓ Changes in supervision exercised

Work volume and job performance **do not** justify reclassification.

Position Classification Study Process:

1. The supervisor and/or incumbent completes the NOTIFICATION OF OUT-OF-CLASSIFICATION DUTIES form and submits the form to The Director of Employment Services via email or District mail. *(If you chose to use District mail, please confirm that the request was received.)*
2. Upon review of the Notice of Out-of-Classification form, Human Resources Department staff determines if a position classification study is required. Should a study be required, the incumbent completes a POSITION INFORMATION QUESTIONNAIRE (PIQ). The form must be completed, signed, and submitted to Human Resources.
3. Upon receipt of the PIQ, Human Resources Department staff determines whether a desk audit or job audit of the position will be conducted. This includes a determination as to whether other positions may be studied and individuals interviewed as part of the study.
4. Upon completion of the study, Human Resources Department staff presents a recommendation to the Classification Review Committee for review and comment.
5. Should a reclassification be warranted, the Director of Employment Services presents a recommendation to the Personnel Commission for approval. Upon approval of the reclassification action, Human Resources Department staff presents the recommendation to the Board of Trustees for approval of the assigned duties and related expense, if applicable.

