

Reclassifications at Tech: An Overview

Reclassifications **strengthen the connection** between a **role and the strategic goals** of an organization. They are employee agnostic – meaning the position reclassification is needed with or without the current employee. A reclassification may be appropriate when there is an **authorized and necessary** significant change in a **role’s scope, impact, complexity, responsibilities, and accountability**.

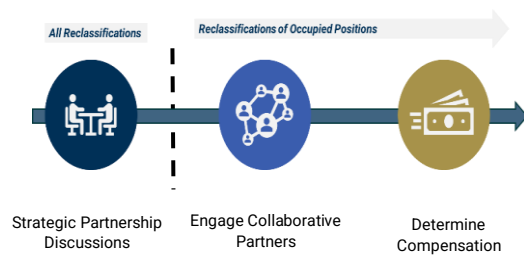
Reclassification Definition - A change to the classification of an existing staff position which may include changes to the job code, position title (job duties), and pay group. This occurs when there are permanent and substantial changes in job duties to enable a unit to achieve its goals. During a classification review the duties, responsibilities, scope, impact, and minimum qualifications of a position are reviewed. This evaluation may result in a reclassification.

Reclassification Process

Key Takeaways: Strategic Partnership Discussions

All reclassifications begin with the strategic partnership between a leader and an HR partner. Together, they determine if a reclassification is needed and, if so, if it impacts a filled role.

- Reclassifications strengthen the connection between a specific role and the strategic goals of a unit.
- Reclassifications target a **role, not** a specific employee.
- The discussion between the HR Partner and unit leader may determine that a classification review is appropriate, but that does not guarantee a reclassification will occur.



Key Takeaways: Engage Collaborative Partners

The HR partner determines which collaborative partners to engage to provide analysis and expertise. This ensures the unit/department leader has the information they need – including potential risks and benefits – before making their final decision.

- Engaging collaborative partners strengthens the unit’s decision-making process and increases the reclassification’s rate of success.
- **Always** engage GTHR Employee Relations:
 - Demotions
 - Position Eliminations
 - Ongoing or a history of reviews or complaints of hiring practices, discrimination, employee relations, or equity issues for the unit and/or specific employee.
- In most cases, the collaborative partner will issue a recommendation from their lens of expertise. In rare cases, they may identify an issue that must be resolved prior to moving forward.
- Standard practice is to post an open role, however, there are circumstances when a reclassification of an employee into a role may be appropriate.

Key Takeaways: Determine Compensation

Partnering together, the unit leader and HR partner formulate a salary range recommendation. For reclassifications of filled roles, the new salary must be within the range of the new position’s classification level.

- HR partners and leaders formulate a data-based salary recommendation prior to engaging GTHR Compensation.
- Most reclassification salary recommendations are reviewed via the OneUSG approval flow.
- Salary recommendations for filled positions that are above the MRP, required an HRAP-ASI, are lateral-pay grade reclass, etc. should be submitted via a [General HR Compensation Request](#).