

Classification/Reclassification – “What It Is. How It’s Done.”

The **classification** of a position is determined by the duties and responsibilities assigned to the position. **Reclassification** is the assignment of a filled position to a different classification based upon a logical and gradual change to the duties or responsibilities or the attainment of specified gradual change to the duties or responsibilities or the attainment of specified education or experience by the incumbent.

Some other terms to know:

- Reallocation** - The assignment of a position to a different class by the administrator* when change has not occurred gradually or as a natural progression.
- Regrade** - A regrade means a determination that the incumbent of a position which has been reclassified/reallocated should remain in the position without opening it up to other candidates.
- Competition** - Means opening a position to other candidates. This is not synonymous with competitive examination, but means the position could be filled through many different types of transactions, such as promotion, transfer, demotion, etc.

What are logical changes?

Logical changes are changes which are reasonably related to the previous duties or responsibilities of the position. If 50% or more of the duties or responsibilities of a position have changed since written notice was last given to the administrator (written notice is usually the position description form), the changes are not a logical change to a position but is the creation of a new position.

Important: Initial assignment or complete removal of leadwork, supervisory or managerial duties or responsibilities are NOT logical changes.

When are changes gradual?

If the duties, which constitute the reason for the class change, were previously at least 26% of the position, the expansion of such duties up to 51% of the total position is considered to be a gradual change.

Changes are not gradual if they:

- 1) Constitute a significant portion of the position (more than 25%) and occur abruptly (over a period of less than six months).
- 2) Result from a reorganization, changes in equipment used to perform the work, or a reassignment of duties from a vacant or abolished position.

3) Result from the removal of a supervisory level.

* The administrator is the one with the delegated authority to approve personnel actions.

How does a reclassification occur?

A written request for reclassification must be effectively received by the delegated authority (at UW-Stout, the Human Resources Office/Personnel Manager). A request may be initiated in one of the following three ways:

1) If the first line supervisor or above in the direct organizational chain of command requests that the position be reviewed for proper classification level or is recommending a specific classification level change, the required documentation is an updated position description and written reasons for the request.

(At UW-Stout, we use the blue Reclassification Request form, REV 5/02, which can be obtained from the Human Resources Office.)

2) If a position incumbent requests his/her supervisor to review the level of the position and the supervisor takes no action or declines to initiate further action, the required documentation from the incumbent is a written request which includes a statement of the events (including the dates when the events took place) which have occurred in regard to the request for a classification review.

3) If a position incumbent has attained the specified education or experience required for regrade in a classification series where class levels are differentiated on that basis, the documentation, as determined by the appointing authority, must be submitted by the incumbent and/or appropriate supervisor.

In Summary ...

To request a reclassification/position audit:

- If supervisor initiated, send an updated position description and a completed Reclassification Request form to the Human Resources Office, Room 203, Administration Bldg., Attn: Personnel Manager.
- If employee initiated, send a memo outlining your reasons (including events and dates of changes in duties and/or level of responsibilities) for requesting a position audit to the UW-Stout Human Resources Office, Room 203, Administration Bldg., Attn: Personnel Manager.

To find out more about classification, recruitment, transfer, promotion or any related matters: Contact the Personnel Manager, ext. 2613.

To see copies of classification specifications, Wisconsin Personnel Manual, Wisconsin Administrative Code (Rules of the Administrator), copies of the C.E.O.B. (Current Employment Opportunities Bulletin), and other pertinent documents: stop by the Human Resources Office, Room 203, Administration Bldg., Monday through Friday, 7:30 am to 4:30 pm.

(Copies of classification specifications cannot be provided by the Human Resources Office, however, arrangements can be made for departments to make copies or go to):

<http://der.state.wi.us/home/classmnu.htm>

State application forms are available free of charge at the Human Resources Office.

Sources:

- [Wisconsin Administrative Code, Chapter](#) ER-Pers 3.01
- [Wisconsin Human Resources Handbook](#), "Classification Management Delegation," Chapter 300
- Department of Employment Relations Bulletin, P-166, dated May 3, 1983