Classification Review Process
Supervisor’s quick reference guide to requesting a review of a current incumbent’s position.

Initiating a Review

The review process begins with a job description, written by the employee and supervisor. In order to provide information in the most effective format for classification purposes, non-union job descriptions must be completed on the Position Summary form. Bargaining unit job descriptions should be on the bargaining unit job description form. These forms should be jointly signed and dated by the supervisor and employee.

In addition, supervisors and department administrators are responsible for:

• Submitting complete requests promptly once it becomes apparent that a job review is warranted.
• Ensuring that the job is accurately described, and that the unit needs the work to be done in that manner.
• Ensuring that the new job and organization make sense from a management perspective.
• Observing any internal management review process (e.g. ensuring availability of funds or management approvals).
• Ensuring that employees understand that the review will not guarantee upward movement.

Documentation

All requests submitted to the Medical School Human Resources groups should include the following items:

1. The updated position summary
2. The incumbent’s resume
3. An organizational chart for any administrative/operational positions
4. A memo of support from the DFA, department administrator or supervisor. The memo should outline:

   1. Ways in which the job has changed and any impact on other positions in the unit if duties have been added to or taken from other positions; external and/or internal organizational factors that influence the request, e.g., reorganization, increase/decrease in staffing; and new departmental activities. It is particularly helpful to explain any job changes in terms of complexity, autonomy, impact and/or scope.
   2. Supervisor’s/DFA’s recommendation on appropriate classification. This should include a comparison to other positions within the unit, or others that are viewed comparable.
   3. The supervisor’s/DFA’s recommendation of an appropriate effective date. For reviews not submitted in a timely fashion, the effective date must still be within the limits of the policy on retroactivity.
   4. Information other than that requested on the Position Summary form that may help clarify the job duties.
Time Frames

The Compensation Analyst will notify the department when a complete request is received and provide an estimated completion date. The general guideline following receipt of complete information is as follows:

- Non-exempt to non-exempt: 4 weeks.
- Non-exempt to exempt: 6 weeks.
- Exempt: 4-8 weeks.
- Bargaining Unit: Time frame specified by contract.

Requests submitted with thorough supporting information and a complete job description using the Position Summary form can usually be completed in a shorter time frame.

Compensation Analyst

The Compensation Analyst will determine the appropriate classification.

The Analyst enters information about the job into the E-JEM and verifies results:

- Using the Cross-Family Matrix
- Comparing the job with classification specifications or other comparable jobs. (These job descriptions/position summaries are confidential and cannot be shared with the employee and supervisor).
- In some cases, the analyst will consult with other personnel staff within the School of Medicine, the Medical Center, the Central Human Resources Office, or other VP areas/schools to gather information on external jobs and discuss equity issues.
- The Compensation Analyst may interview the employee and/or supervisor to understand the duties.

Upon making the classification determination, the Compensation Analyst:

- Prepares a written confirmation to the department.
- Submits results of the E-JEM to the University’s Central Compensation Office.

Additional information regarding classification and compensation issues can be found in the Staff Compensation@Stanford Resource Guide.

This brochure is a reference for supervisors. It is not intended to replace any of Stanford University’s policies, procedures, practices, or Agreements related to the classification and review process.