Classification of a Position

Manager defines responsibilities of the position & requests classification. (Note: all JDs must be classified in JDX, even if previously classified.)

1. The Manager uses Job Builder (JDX) to create the job description and creates an HR Case in Service Hub.

   JDX: hr.berkeley.edu/compensation-benefits/compensation/job-builder

   Service Hub: regionalservices.berkeley.edu/regional-services/hracademic-personnel-support-hraps/hr-service-hub

   Job may be posted for recruitment.

HR Partner reviews the Classification Request to ensure the validity of the proposal and forwards it to the Compensation Consultant in JDX & Service Hub via the HR Task.

The HR Partner region finder: https://portal.berkeley.edu/regions

2. HR Partner Region Finder: https://portal.berkeley.edu/regions

The Compensation Consultant carefully reviews the job description and other related materials and determines if additional consultation and/or approval is required.

3. Is additional review required?
   - Yes
   - No

   Identified specialized position
   Consultation with Subject Matter Experts.

   The role is an MSP position
   Classification may also need approved by the CUA.

   The role is an M3 or M4 position
   Classification must also be approved by the Systemwide Career Tracks Steering Committee.

   For additional information: hr.berkeley.edu/compensation-benefits/compensation/compensation-compliance

4. Is the Classification approved?
   - Yes
   - No

   Job may be posted for recruitment.

5. HR Partner notifies the manager and ensures position number is included in the new job description in JDX.

The Compensation Consultant approves the request in JDX and completes the task in Service Hub.

If the Classification is not approved, the Comp Consultant may contact the HR Partner during the course of the review to discuss the findings.

If the manager disagrees with a decision, they should discuss it with their HR Partner. They may choose to revise and resubmit the request.