

# Reclassification Review

[hr.berkeley.edu/hr-network/central-guide-managing-hr/managing-hr/recruiting-staff/classification/evaluation](http://hr.berkeley.edu/hr-network/central-guide-managing-hr/managing-hr/recruiting-staff/classification/evaluation)

Manager

Manager redefines position responsibilities & requests reclassification of incumbent.

**1**  
The Manager uses **Job Builder (JDX)** to create or update the incumbent's job description, including the Reclassification Request, and creates an HR Case in **Service Hub**.

JDX: [hr.berkeley.edu/compensation-benefits/compensation/job-builder](http://hr.berkeley.edu/compensation-benefits/compensation/job-builder)  
Service Hub: [regionalservices.berkeley.edu/regional-services/hracademic-personnel-support-hraps/hr-service-hub](http://regionalservices.berkeley.edu/regional-services/hracademic-personnel-support-hraps/hr-service-hub)

**Incumbent notified**

HR Partner

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

**2**  
The HR Partner reviews the Reclassification Request to ensure the validity of the proposal and forwards it to the Compensation Consultant in **JDX & Service Hub** via the HR Task.

Salary increases above mid-point of the approved job title may require additional approval: [hr.berkeley.edu/compensation-benefits/compensation/compensation-compliance](http://hr.berkeley.edu/compensation-benefits/compensation/compensation-compliance)

**5**  
HR Partner notifies manager and the position administrator to update UC Path.

Compensation

**3**  
The Compensation Consultant carefully reviews the job description and other related materials and determines if additional consultation and/or approval is required.

Is additional review required?

No

Is the Reclassification approved?

Yes

**4**  
The Compensation Consultant approves the request in **JDX**, completes the task in **Service Hub**, and notifies the HR Partner of the effective date.

Yes

No

Additional Review

**6**  
**Appeal Process:** Check the relevant personnel policy or contract for guidelines on formally appealing a classification decision.

Identified specialized position

Incumbent is moving up to an MSP position

Incumbent is moving up to an M3 or M4 position

Change from represented to non-represented position

3a  
Consultation with Subject Matter Experts.

3b  
Reclassification may also need approved by the CUA.

3c  
Reclassification must also be approved by the Systemwide Career Tracks Steering Committee.

3d  
If the reclassification is supported, must work with ELR to get approval from their Union.

For additional information: [hr.berkeley.edu/compensation-benefits/compensation/compensation-compliance](http://hr.berkeley.edu/compensation-benefits/compensation/compensation-compliance)

If the Reclassification is not approved, the Comp Consultant may contact the HR Partner during the course of the review to discuss the findings.  
If the manager and/or incumbent disagree with a decision, they should discuss it with their HR Partner. They may choose to appeal decision or revise and resubmit the request.