

### **Cerritos College**

### **CONFIDENTIAL/MANAGEMENT**

### **RECLASSIFICATION REQUEST FORM**

Last Name:                           First Name:                           Ext:

Department:                           Email:

**JUSTIFICATION OR REASON FOR REQUEST:**

[ ]  Substantive changes (evolution) of job duties and responsibilities

[ ]  Changes in organizational structure or other organizational impact

[ ]  New permanent programs/services

[ ]  Legislative mandates/compliance requirements which impact position

[ ]  Other:

Current Job Title:                           Salary Range/Step:

Requested Job Title:

In your opinion, is there an existing classification that adequately describes (an 80% match) your current duties and responsibilities?

Immediate Supervisor’s Name:

**Please do not submit work samples or letters of recommendation with this application. These materials cannot be accepted for processing with your reclassification request and will be returned.**

*(If desired, you may share work samples with the Joint Committee at time of interview.)*

**DEADLINE TO APPLY**

COMPLETED FORMS MUST BE **RECEIVED BY THE DISTRICT OFFICE OF HUMAN** **RESOURCES**

NO LATER THAN **4:30 PM, on Monday, December 16, 2019.**

SEND COMPLETED FORM TO:

DISTRICT OFFICE OF HUMAN RESOURCES – ATTN: REBECCA PANG EXT. 2281

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part I**: **Gradual Evolution of Key Duties**

List your key work responsibilities/duties you consider to be outside the scope and intent of your current classification. Only include the specific duties that are to be analyzed and considered for reclassification, do NOT include all duties.

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Part II: Description of Key Duties

Elaborate on the key duties listed in Part I. Include where the duties came from, and the knowledge/skills and abilities required to perform the duties. (Example: explain the complexity, impact/scope of responsibility, level of independence/decision making/leadership, technology, and specialized training).

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Part III: Position Analysis

Please list the key work responsibilities/duties from Part I and estimate the percentage of time spent on each duty (estimate should be based on an average week over the last year- total duties should not exceed 100%), additionally indicate if the duty is temporary or permanent. If you are having difficulty estimating the percentage, then list the amount of time it takes to complete the duty (for example the typical number of hours, days, weeks, or months in a year). Only include the specific duties that are outside your current job description and are to be analyzed and considered for reclassification, do NOT include duties that are within your job description.

**EXAMPLE**: State report writing and compliance auditing – 1/20/2013 - 20% - Permanent Duty **OR**

State report writing and compliance auditing – 12/1/2012 - 8 hours per week – Permanent Duty.

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| List of Responsibilities/ Duties | When did it start? | \*Estimated Percentage of Time OR Actual Time | Perm or TempDuty |
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\* If you are indicating actual time as opposed to percentage of time, please indicate whether your estimate is an estimate of the number of hours in a day, week, or month; the number of days in a week; the number of weeks in a month; the number of months in a year; or other combination of time.

Part IV: Additional Information

Is there any additional information the Joint Committee should know regarding your reclassification request?

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