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[Home](#) > [Reclassification Studies](#)

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## Policy Contents

- [Policy](#)

## Policy Information

**Effective Date:**

September 1, 1988

**Policy Number:**

CSM 305.0

**Responsible Unit:**

Division of Human Resources

**Phone:**

(520) 621-3660

**Email:**

[hadmin@email.arizona.edu](mailto:hadmin@email.arizona.edu) [1]

## Policy

Reclassification studies of departments or departmental programs may be initiated by one of two means:

1. Department heads may request Human Resources to review departmental classifications, subject to the availability of funds; or
2. Human Resources may request that classifications within a department be audited on a department-wide or program-wide basis as a result of either an apparent classification discrepancy revealed by an individual audit or an Arizona Universities Personnel System Review.

## Procedure

Department heads who desire reclassification studies shall submit a letter of request to Human Resources. A compensation analyst shall confer with the department head and determine if a study is appropriate. The department shall submit Staff Position Questionnaires for employees involved in the study through the appropriate organizational structure (see Classified Staff Human Resources Policy Manual 304.0, [Requests for Position Reclassification](#) [2]).

Human Resources shall audit the positions and submit written recommendations to the department head regarding the classifications and, if circumstances warrant, the organizational structure.

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**Source URL:** <http://tobaccofree.arizona.edu/employmenthuman-resources/reclassification-studies>

**Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://policy.arizona.edu/employmenthuman-resources/requests-position-reclassification>