



HUMAN RESOURCES DEPARTMENT
5500 UNIVERSITY PARKWAY
SIERRA HALL 110
SAN BERNARDINO, CA 92407

Position Classification Review

California State University, San Bernardino carries out the position classification process in accordance with the Classification and Qualification Standards that have been defined by the California State University (CSU). It is the policy of the CSU to prohibit discrimination against any employee on the basis of race, color, national origin, gender, sexual orientation, religion, marital status, pregnancy, age, disability or veteran status.

Aside from establishing the basis for employment decisions, the purpose of this procedure is to provide a clear and specific course of action, and roles and responsibilities for the staff employee, HEERA manager, and Human Resources classification professionals when determining the appropriate classification, audit, and/or review of staff positions. In the event a bargaining agreement differs from the procedures outlined in this document, the bargaining agreement will take precedence.

A Classification Review, or commonly referred to as "Reclassification Request," may be initiated in one of several ways:

- By an Employee
- By a Manager
- By the Human Resources Department
- By the Chancellor's Office through the introduction of a new classification series

Reclassification Forms

- Position Description
- Supervisor Questionnaire (MPP)