

**Position Classification/Reclassification
Frequently Asked Questions
FASSE, FCASA, and AMT Employee Positions**

What is position classification?

Classification groups jobs of a common nature with similar duties and responsibilities and assigns them an appropriate pay grade. Position classification also ensures proper compensation and market competitiveness.

What is reclassification?

This occurs when there are significant changes in the responsibilities and /or duties of a position. These changes in function now require different skills, abilities, and knowledge. Be it an increase or a decrease in the job functions, a review to determine if the position is on the appropriate grade should occur.

What factors are and are not included in determining appropriate classification?

1. Education
2. Work experience
3. Management/Supervision (both given and received)
4. Work Independence and Impact of Action
5. Technical Skills & Knowledge
6. Fiscal Responsibility
7. Physical Requirements and Work Environment

Factors that are not included:

1. Quality of performance
2. Quantity of work (volume)
3. Employee length of service
4. Skills/education not related to the job or minimum qualifications
5. Employee step placement within the grade

Remember, the position is being reviewed, not the person.

Is there a set cycle for when all FCPS jobs are reviewed for potential reclassification?

Yes. Each year a review of identified job titles will occur. This schedule may be revised in response to changes in staffing, program, or systemic needs. **Specific job titles are annually identified for review. This list is available on the FCPS website at the For Staff link on the Reclassification Process Page.**

Year 1	Technology, Interpreters, and Special Education Instructional Assistants
Year 2	Maintenance and Operations
Year 3	School and Central Office Secretaries, Instructional Assistants, Public Affairs, Legal Services, Human Resources, School-Based Student Support Positions
Year 4	ACTS, Food Nutrition Services, Fiscal Services

What is the position review process for FCASA (administrative & supervisory) positions?

The Board of Education-FCASA Negotiated Agreement currently identifies the 2025-26 school year as a time when all unit positions will be evaluated for potential reclassification within the FCASA group. The purpose of this periodic review is to evaluate the internal and external equity within the unit. Article VII Salaries, Section D of the Negotiated Agreement provides additional information on that process. Individual requests may be evaluated when submitted by the employee's supervisor, and will be processed in accordance with the reclassification criteria for individual positions.

What if job duties, responsibilities, and/or required skills of a position change dramatically before it its reviewed as part of the yearly review cycle?

The Reclassification Process provides an avenue for an "off cycle" review of individual positions. Both processes include an external/internal position equity comparison and a competitive market analysis.

What is the process for “off cycle” reclassification reviews?

In this first “off cycle” year, reclassification requests may be submitted between April 1 and October 1, 2022. Contingent upon funding, any resulting adjustments will be made effective January 1, 2023 or July 1, 2023.

In future years, on or before October 1 and/or April 1 an employee or supervisor may submit a **Reclassification Review Form** and the **Position Content Questionnaire** to the Human Resources Director. The forms are jointly completed by the employee, their supervisor and the appropriate Cabinet member. These two documents will start the review process.

It is also recommended that the employee and supervisor jointly review the existing job description for the employee’s position. The supervisor will provide the employee a copy of the current job description. Together they can discuss whether significant changes in the scope of the position’s functions and responsibilities have occurred.

Where can more information including these forms be found?

Reclassification Information that speaks to the purpose, process and procedure for “off cycle” reclassification requests can be found on the For Staff section of the FCPS website under the Reclassification Process link. * Here you will locate the **SOP for Classification and Reclassification Requests**. This document provides both the directions and the important forms needed to begin this process. * <https://www.fcps.org/staff/reclassification>

Do employees complete these forms on their own?

No. The forms are jointly completed by the employee, their supervisor and the appropriate Cabinet member. The employee is responsible for completing the **Position Content Questionnaire**. It is also recommended that the employee and supervisor jointly review the existing job description for the employee’s position. The supervisor will provide the employee a copy of the current job description. Together they can discuss whether significant changes in the scope of the position’s functions and responsibilities have occurred.

How are reclassification requests evaluated?

The Director of Human Resources assembles the **Reclassification Review Committee** comprised of the Classification Specialist, a Human Resources representative, and a Cabinet member. This committee reviews the submitted materials. The review process includes evaluating the position using the FCPS Job Evaluation Tool. FCPS procured an industry standard job classification tool for the purpose of quantifying positions using factors. Some of the factors used in this tool are:

1. Education
2. Work experience
3. Management/Supervision (both given and received)
4. Work Independence and Impact of Action
5. Technical Skills & Knowledge
6. Fiscal Responsibility
7. Physical Requirements and Work Environment

How do employees come to know the decisions made by the Reclassification Review Committee?

As soon as administratively possible, the results of the review/evaluation are communicated to the appropriate Cabinet member who in turn will share the outcome with the supervisor. The supervisor will meet with the employee to share findings and outcomes of the request.

What are the possible outcomes of a reclassification request?

The position content is reviewed and evaluated which may result in a decrease or increase in grade, a title change, a revision to the job description or no change at all. Salary changes usually result in a 6% adjustment with consideration given to the extent of the actual change in grade.

If a position is approved for reclassification, when does that take place?

In this first “off cycle” year, reclassification requests may be submitted between April 1 and October 1, 2022. Contingent upon funding, any resulting adjustments will be made effective January 1, 2023 or July 1, 2023.

In future years, for requests submitted prior to October 1 the approved changes become effective January 1. For requests received prior April 1, the approved changes are effective July 1. Reclassification effective dates may be adjusted based on funds available in the reclassification budget.

**Source: Human Resources
July 2022**