

# About Classification Reviews

A Classification and/or Skill Level review is a way of gathering pertinent facts about a position. Sacramento State is constantly changing due to new programs, procedures, technologies, and more. As a result, duties and responsibilities of a particular position often evolve over time. When this occurs, the employee and/or management can submit a request for Classification and/or Skill Level Review. Procedures for submission can be found on our [website](#).

During a review, campus classifiers will typically perform intake interviews with the incumbent and appropriate supervisor(s)/Administrator(s), to determine if the evolution of changes are substantial enough to require a change in classification and/or skill level. The classifier will evaluate the duties performed and the level of responsibility assigned to the position. It is important to remember, that **the quality and quantity of work is not rated or considered** as a factor when determining the appropriate classification and/or skill level, in accordance with the Classification and Qualification Standards issued by the Office of the Chancellor.

## Reclassification vs. In-Classification Progression

### Reclassification

- Movement to another classification (usually higher)
  - *Example: Administrative Support Assistant to Administrative Support Coordinator*

### In-class progression

- Movement to a higher skill level/range within the same classification.
  - *Example: Administrative Support Assistant I to Administrative Support Assistant II*