

UPTE Wage Workshop For Unrepresented Staff Reclassification



CWA 9119
AFL • CIO

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UPTE-CWA Local 9119
University Professional and Technical Employees
www.APsforUPTE.org

1. Reclassification is a process whereby an employee moves to a new job title.
 - a. Reclassification is only upwards, within the same job family
 - b. Higher pay range
 - i. Can be up to 15% without additional approvals
 - ii. Up to 25% with approval of vice-chancellor, dean, etc.
 - iii. At Berkeley, currently subject to budget constraints**
 - c. Requires increased level of responsibility
 - d. Contract workers are eligible if their jobs scope and responsibilities have increased to a higher level job, their contract may be updated to reflect a higher salary and job title
2. Additional considerations
 - a. Workload, longevity and job performance are not factors
 - b. Supervisor/Department claims financial hardship
 - i. State funds normally increased automatically when reclassifications are approved.
 - 1. Not the case currently under Berkeley's financial situation**
 - ii. Grant-funded employees have regular salary increases for personnel built into the multi-year budgets submitted to the sponsor.
 - iii. Self-funded departments are normally required to build in annual increases for non-represented employees whether they are granted or not.
 - c. Supervisor is not supportive
 - i. Supervisor support is helpful but not required.
 - ii. Letters of support can come from faculty or a departmental chair if the supervisor is resistant.
 - iii. You may submit a reclassification request directly to human resources with no departmental support.
3. Requirements and qualifications
 - a. Your job scope and responsibilities must have undergone significant change since first being assigned the position.
 - b. This may be through downsizing, reorganization or departmental growth, technological or systems changes— any situation that has caused you to undertake higher-level responsibilities.
 - c. You must demonstrate that more than 50% of your time is spent performing at the higher level.
4. Preparing your reclassification request
 - a. Resources
 - i. Get a copy of your current job description and any past descriptions since you were last reclassified.

1. You have the right to ask your supervisor or human resources for your employee file.
 - ii. Get your current and target job titles (i.e. Student Academic Advisor family) or title (i.e. Student Academic Advisor 1, Student Academic Advisor 2, Student Academic Advisor 3, etc.) matrices from human resources or their website .
 - iii. Ask colleagues if they will share their job descriptions.
 - iv. Search job descriptions on UCB or UCOP website.
 - b. Write your new job description
 - i. Emphasize the higher level tasks—match the language of your target job description as much as possible
 - ii. Minimize lower level tasks—they add no value
 - iii. Make it thorough but simple — avoid jargon, buzzwords or repetition
 - iv. Sign up for a resume-writing class through UC Learning Center to get help with writing effective job descriptions
 - v. Run a keyword search or make word clouds of relevant job descriptions and let those be your guides
 - vi. Ask friends to review and make suggestions
 - c. Prepare an organizational chart
 - i. Show where you fit into that chart.
 - ii. Who do you report to?
 - iii. Who reports to you?
 - d. Letter(s) of support
 - i. This should come from your supervisor (first choice) or another manager, etc. if your supervisor is not supportive.
 - ii. You can prepare a letter of support on your supervisor’s behalf.
 1. Submit it to them and explain to expedite the process and assist them, you have drafted this.
 2. They can feel free to edit or simply sign it.
5. The review process
 - a. Human Resources Compensation Unit will review your request
 - i. Always request time frames, allow 4-6 weeks for a response to your reclassification request.
 - ii. Keep track of your request. HR typically will notify only the supervisor, not the requesting employee.
 1. You may contact the compensation analyst directly.
 - iii. HR has the option of conducting a job audit, which may be helpful if they have questions.
 1. Describe your job clearly and in an organized fashion.
 2. You may wish to include a portfolio or other examples of your work.
 - b. If approved, will likely be retroactive to the first of the month in which the reclassification was requested or approved.
 - c. If denied
 - i. An explanation for denial must be provided.

- ii. You have 30 days to appeal in writing.
 1. Review their explanation
 2. Adjust the cover letter and job description as appropriate and resubmit the request.
 3. A different compensation analyst will review the appeal and request. The first one will not be given the revision to decide upon.
 4. If your appeal is denied, you can submit a new request at a later date.
 5. Apply for a position in a different department for better career development. Remember that resume workshop?
 6. Pursue any courses or programs that will contribute to your career development. Now's the time to ask your department to support your professional training.

6. Helpful links (You may need to be on the UC network to access)

<http://hr.berkeley.edu/faq/general-0>

- General compensation FAQs

<http://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/salary-program-fy17>

- Outlines general 3% pool
- Shared between merit and equity
- Departments may not exceed caps

<http://hr.berkeley.edu/compensation-benefits/compensation/classification>

- Describes job classification principles

<http://hr.berkeley.edu/sites/default/files/attachments/reclassification-review-process.pdf>

- Reclass review process

<http://hr.berkeley.edu/compensation-benefits/compensation/classification/job-structure/fields-families>

- Job fields and families.

<http://hr.berkeley.edu/compensation-benefits/compensation/classification/job-standards/job-builder>

- Berkeley Job Builder (requires login)
- Fields, families and job standards

<http://hr.berkeley.edu/hr-network/central-guide-managing-hr/managing-hr/recruiting-staff/classification/job-description/sample>

- Very limited sample job descriptions

<http://hr.berkeley.edu/hr-network/central-guide-managing-hr/managing-hr/recruiting-staff/classification/job-description-non>

- How to write a job description
- Do's and don't's

<http://hr.berkeley.edu/compensation-benefits/compensation/salary-and-pay/salary-ranges>

- Salary grades and corresponding compensation

<http://hr.berkeley.edu/sites/default/files/attachments/Reorganization-Guidelines.pdf>

- Re-organizations and layoffs

<http://policy.ucop.edu/doc/4010400/PPSM-30>

- Salaries

<http://policy.ucop.edu/doc/4010405/PPSM-36>

- Classifications

http://ucnet.universityofcalifornia.edu/system_series/index.html

- Series concept

https://icc.ucdavis.edu/local_resources/handouts/verb-list.pdf

- Power verbs for your resume

<http://www.wordclouds.com/>

- Free word cloud generator

Fields and Families - August 2016

Field (CT-Family)	Job Family (CT_Function)	Job Code	Job Title	Pers Prog	FLSA	Grade	Min	Mid	Max
Student Services	Academic Achievem Counseling	0301U	Academic Achievement Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Academic Achievem Counseling	0300U	Academic Achievement Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Academic Achievem Counseling	4504U	Academic Achievement Supr 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Academic Achievem Counseling	0293U	Academic Achievem Counselor 5	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Academic Achievem Counseling	4502U	Academic Achievem Counselor 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Academic Achievem Counseling	4501U	Academic Achievem Counselor 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Academic Achievem Counseling	4500U	Academic Achievem Counselor 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Admissions/Recruitment	4511U	Admissions Evaluator 3	PSS	E	BYA			
Student Services	Admissions/Recruitment	0304U	Admissions/Recruitment Mgr 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Admissions/Recruitment	0303U	Admissions/Recruitment Mgr 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Admissions/Recruitment	0302U	Admissions/Recruitment Mgr 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Admissions/Recruitment	4512U	Admissions/Recruitment Supr 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Admissions/Recruitment	4510U	Admissions/Recruitment Spec 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Admissions/Recruitment	4509U	Admissions/Recruitment Spec 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Admissions/Recruitment	4508U	Admissions/Recruitment Spec 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Admissions/Recruitment	4507U	Admissions/Recruitment Spec 1	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	Career Services	0299U	Career Services Manager 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Career Services	0298U	Career Services Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Career Services	0297U	Career Services Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Career Services	4520U	Career Services Supervisor 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Career Services	4519U	Career Services Supervisor 1	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Career Services	0295U	Career Services Specialist 5	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Career Services	4517U	Career Services Specialist 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Career Services	4516U	Career Services Specialist 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Career Services	4515U	Career Services Specialist 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Curriculum Planning	4523U	Curriculum Planner 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Financial Aid	0309U	Financial Aid Manager 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Financial Aid	0308U	Financial Aid Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Financial Aid	0307U	Financial Aid Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Financial Aid	4531U	Financial Aid Supervisor 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Financial Aid	4530U	Financial Aid Supervisor 1	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Financial Aid	4528U	Financial Aid Officer 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Financial Aid	4527U	Financial Aid Officer 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Financial Aid	4526U	Financial Aid Officer 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	K-14 Academic Preparation	0312U	K-14 Academic Prep Manager 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	K-14 Academic Preparation	0311U	K-14 Academic Prep Manager 2	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	K-14 Academic Preparation	0310U	K-14 Academic Prep Manager 1	MSP	E	23	\$67,500	\$102,600	\$137,700
Student Services	K-14 Academic Preparation	4538U	K-14 Academic Prep Supr 2	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	K-14 Academic Preparation	0306U	K-14 Academic Prep Spec 5	MSP	E	22	\$60,200	\$91,600	\$123,000
Student Services	K-14 Academic Preparation	4536U	K-14 Academic Prep Spec 4	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	K-14 Academic Preparation	4535U	K-14 Academic Prep Spec 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	K-14 Academic Preparation	4534U	K-14 Academic Prep Spec 2	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	K-14 Academic Preparation	4533U	K-14 Academic Prep Spec 1	PSS	N	16	\$32,900	\$50,500	\$68,000
Student Services	Student Academic Advising	0314U	Student Advisor Manager 2	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Academic Advising	0313U	Student Advisor Manager 1	MSP	E	23	\$67,500	\$102,600	\$137,700
Student Services	Student Academic Advising	4541U	Student Advisor Supervisor 2	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Academic Advising	4540U	Student Advisor Supervisor 1	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Academic Advising	4546U	Student Academic Advisor 4	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Academic Advising	4545U	Student Academic Advisor 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Academic Advising	4544U	Student Academic Advisor 2	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	Student Academic Support	0316U	Student Academic Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Student Academic Support	0315U	Student Academic Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Academic Support	4553U	Student Academic Supervisor 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Student Academic Support	4551U	Student Academic Specialist 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Student Academic Support	4550U	Student Academic Specialist 3	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Student Academic Support	4549U	Student Academic Specialist 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Student Disability Services	0318U	Student Disability Manager 2	MSP	E	25	\$84,500	\$128,700	\$173,000
Student Services	Student Disability Services	0317U	Student Disability Manager 1	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Disability Services	4560U	Student Disability Supr 2	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Student Disability Services	4559U	Student Disability Supr 1	PSS	E	20	\$48,700	\$74,400	\$100,100
Student Services	Student Disability Services	4557U	Student Disability Spec 4	PSS	E	22	\$60,200	\$91,600	\$123,000
Student Services	Student Disability Services	4556U	Student Disability Spec 3	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Disability Services	4555U	Student Disability Spec 2	PSS	N	19	\$44,200	\$67,400	\$90,700
Student Services	Student Life & Development	0591U	Student Life & Devt Mgr 4	MSP	E	28	\$105,100	\$184,100	\$263,200

Fields and Families - August 2016

Field (CT-Family)	Job Family (CT_Function)	Job Code	Job Title	Pers Prog	FLSA	Grade	Min	Mid	Max
Student Services	Student Life & Development	0321U	Student Life & Devt Mgr 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Student Life & Development	0320U	Student Life & Devt Mgr 2	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Life & Development	0319U	Student Life & Devt Mgr 1	MSP	E	23	\$67,500	\$102,600	\$137,700
Student Services	Student Life & Development	4568U	Student Life & Devt Supr 2	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Life & Development	4567U	Student Life & Devt Supr 1	PSS	E	BYA			
Student Services	Student Life & Development	4565U	Student Life & Devt Spec 4	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Life & Development	4564U	Student Life & Devt Spec 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Life & Development	4563U	Student Life & Devt Spec 2	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	Student Life & Development	4562U	Student Life & Devt Spec 1	PSS	N	17	\$36,600	\$55,700	\$74,800
Student Services	Student Life & Development	4570U	Resident Advisor 2	PSS	N	BYA			
Student Services	Student Services Advising	0325U	Student Srvs Manager 4	MSP	E	29	\$111,400	\$209,900	\$308,400
Student Services	Student Services Advising	0324U	Student Srvs Manager 3	MSP	E	26	\$92,500	\$144,100	\$195,700
Student Services	Student Services Advising	0323U	Student Srvs Manager 2	MSP	E	24	\$75,600	\$115,000	\$154,300
Student Services	Student Services Advising	0322U	Student Srvs Manager 1	MSP	E	23	\$67,500	\$102,600	\$137,700
Student Services	Student Services Advising	4579U	Student Srvs Supervisor 2	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Services Advising	4578U	Student Srvs Supervisor 1	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Services Advising	4576U	Student Services Advisor 4	PSS	E	21	\$53,800	\$81,900	\$110,100
Student Services	Student Services Advising	4575U	Student Services Advisor 3	PSS	E	19	\$44,200	\$67,400	\$90,700
Student Services	Student Services Advising	4574U	Student Services Advisor 2	PSS	N	18	\$40,200	\$61,300	\$82,400
Student Services	Student Services Advising	4573U	Student Services Advisor 1	PSS	N	17	\$36,600	\$55,700	\$74,800