

**INFORMATION ABOUT THE  
2023 – 2024 RECLASSIFICATION PROCESS**

**SANTEE SCHOOL DISTRICT**

The Santee School District Classification Committee is comprised of members of the Santee School District Classified Employees Organization appointed by CSEA and representatives of the Board of Education approved by the Superintendent. **The primary goal of the Committee** is to provide a systematic process for considering any request for reclassification and make an appropriate recommendation to the Superintendent.

**District/CSEA Classification Committee:**

David MacLeod	Teresa Edgerton
Dr. Marcia Hamilton	Brad Hunt
Dr. Lisa Paisley	Ramon Gomez

**Reclassification**

"Reclassification" is the adjustment in classification and/or pay range of a position based on changes in job duties. The Committee applies the criteria of **knowledge, accountability, and/or complexity** of the duties performed and/or the **working conditions** in which the employee performs such functions in determining the appropriate classification for each position considered. **The Committee's functions** include, but are not limited to: (1) Review of applications; (2) Review of job descriptions; (3) Review of changes in job titles or job descriptions; (4) Evaluation of duties in terms of knowledge required, accountability, complexity of duties, and working conditions; (5) Determination of validity of request based on above; and (6) Recommendation to Superintendent/Board of Education.

The attached Reclassification Request Form is provided for employees who wish to be considered for reclassification. Applicants are requested to carefully complete the form so that Committee members can properly analyze the request made and make the best possible recommendation concerning each request. Applicants should feel free to contact any member of the Classification Committee for assistance in completing the Reclassification Request Form.



## RECLASSIFICATION REQUESTS

1. Using Attachment A, please outline the duties you now customarily and routinely perform that are not reasonably contemplated by your existing job description.
2. Use one "Explanation of Additional Job Requirements" from Attachment B for each new duty as you have outlined on Attachment A.
3. If you are requesting a reclassification, please attach a copy of the current job description for the classification you seek (copies of job descriptions are available on the [Human Resources website](#)).
4. If you are requesting a change in your job description, please attach a proposed job description.
5. If you are requesting a title change only, indicate what factors support that change in title:

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**Please submit this page with your request.**

**Thank you.**

**Attachment A**

Duties I now customarily and routinely perform that are not reasonably contemplated by my existing job description and should not fall under "other duties assigned." (Attach one copy of "Explanation of Additional Job Requirements" [Attachment B] for each new duty as outlined below.)

Item 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item 4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item 5. \_\_\_\_\_  
\_\_\_\_\_  
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Item 6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SANTEE SCHOOL DISTRICT

**Explanation of Additional Job Requirements**

*(Copy as many of these sheets for each new duty you have listed)*

Additional duty as listed on Attachment A (yellow) Item # \_\_\_\_\_

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For how long have you been performing the duty listed above?

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Why were you assigned this duty?

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Who assigned you this duty?

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If you know who was performing this duty before you, please indicate who and what position they held.

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*(Fill in only those criteria which apply)*

**New knowledge(s) required?**

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**How did this duty make your job more complex?**

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**Results in greater accountability?**

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**Made working conditions less favorable?**

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