



## **INSTRUCTIONS FOR HEO RECLASSIFICATION — April 2019**

Reclassification is the move to a higher title in the HEO series. CUNY's [Code of Practice for HEOs](#) states:

*The criterion for reclassification approval is that the preponderance of duties and job requirements currently falls appropriately in the higher HEO series title. This change in classification may be merited because of:*

- *an accretion of duties,*
- *a significant increase in the volume of work that has the effect of transforming the scope and complexity of the work, [This addition was a hard fought gain in the 2010-2017 contract.]*
- *a reorganization of functions,*
- *a legal mandate changing the nature of the work,*
- *or some other significant alteration in the duties previously assigned.*

Documents that ***should*** be provided:

- If a reorganization of a department has placed the HEO in a higher administrative or supervisory position, a previous and current organizational chart must be submitted to show the new structure of the office;
- Previous and current job descriptions that show the additional tasks within the current HEO Series title that have been assigned and that you are currently doing, and/or where changes have been made to a functional title that should place you in a higher HEO title; (If you cannot locate the original job description, create one based on past duties.)
- Rationale – statement by you or your supervisor making the argument for reclassification;
- Updated resume;
- Suggested salary adjustment - at a minimum, a reclassified HEO would move to the next highest salary step.

Your presentation ***may*** include anything else you feel will support your application such as:

- Evidence of an increase in volume of work over time: the number of students assigned if providing counseling services or working in areas providing student services, the number of financial aid applications;
- Proof that requests for annual leave have been denied due to staffing needs and volume of work;
- Records of time sheets submitted showing additional hours worked without overtime compensation;
- Record of an increase in approved overtime hours;
- Evidence of excellence in performance of expanded duties — letters, emails, memos of commendation;
- Evidence of professional development such as certificates, advanced degrees, classes and trainings.



## PROCESS FOR RECLASSIFICATION

1. COMPILE + REVIEW MATERIALS YOURSELF (see over) - Evaluate likelihood
2. SPEAK TO YOUR SUPERVISOR - Will your supervisor nominate and support you or will you self-nominate?
3. PREPARE APPLICATION
  - A. [Form](#)
  - B. Pre- and post-job descriptions
  - C. Pre- and post-organization charts
  - D. Rationale (from you or supervisor)
  - E. Other supporting documents (if applicable)
4. CONSULT WITH and receive feedback on draft application from Campus [PSC HEO Leadership](#) and/or the PSC HEO advisor: [HEOadvisor@psccollege.org](mailto:HEOadvisor@psccollege.org). Revise application, if necessary.
5. SUBMISSION - You or your supervisor submit the application to HR for review. They will then forward the application to the College HEO (Screening) Committee.

## DECISION PROCESS FOR RECLASSIFICATION

