**The HRMS review reclassification and reclass salary review processes are for the initiation and review of individual incumbent filled classifications along with the corresponding salary action associated with approved reclassifications.**

**HRMS REVIEW ROLES**

- **DEPARTMENTAL HR COORDINATOR**
  - Responsible for initiating Reclassification & Reclass Salary Review actions. The Departmental HR Coordinator prepares review action details and ensures proper procedures for review and approval at the departmental level are met.

- **ORGANIZATIONAL HR COORDINATOR**
  - Responsible for ensuring Reclassification and Reclass Salary Review actions are appropriate based on UC Policy, UCR Local Procedures and organizational standards before routing to Human Resources for review. The Organizational HR Coordinator may add or edit any unlocked fields of the review action and ensures proper procedures for review and approval at the organizational level are met.

- **HR CLASSIFICATION ANALYST**
  - Responsible for the analysis and recommendation of Reclassification and Reclass Salary Review actions submitted by the Organizational HR Coordinator. The HR Classification Analyst ensures that reviews are approved based on UC Policy and UCR Local Procedures.

When applicable ensures that Proposed Job Description details align with the classification standards as described in either the Systemwide Career Tracks Job Standard or Series Concept, UCR specific standards, and that the classification determination is consistent across the campus.

**Note:** For Reclass Salary Review the HR Classification may be required, or optionally asked, to conduct a review and analysis of the requested salary amount and make an HR Recommendation.

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**RECLASSIFICATIONS & RECLASS SALARY REVIEW PROCESS MAP**

Roadmap represents an ideal business process and does not account for actions that may need to be checked out, returned, canceled, appealed, and/or withdrawn. Below, all review types require that the employee has a current classified job description for their current position.

**DEPARTMENTAL HR COORDINATOR**

- Review the HR Recommendation on the "HR Review & Analysis" tab. If the Org concurs select "Accept HR Recommendation." From the HRMS Review "MY WIP Review" queue locate and edit the system information. The Organizational HR Coordinator makes updates if necessary. This action is done offline, not in HRMS.
- **DEPT/ORG HR COORDINATOR**
  - Responsible for the analysis and recommendation of Reclassification and Reclass Salary Review actions submitted by the Organizational HR Coordinator.
  - The HR Classification Analyst ensures that reviews are approved based on UC Policy and UCR Local Procedures.
  - Ensures that all relevant fields are completed fully.
  - When applicable ensures that Proposed Job Description details align with the classification standards described in either the Systemwide Career Tracks Job Standard or Series Concept, UCR specific standards, and that the classification determination is consistent across the campus.

**ORGANIZATIONAL HR COORDINATOR**

- Review the HR Recommendation on the "HR Review & Analysis" tab. If the Org concurs select "Accept HR Recommendation." From the HRMS Review "MY WIP Review" queue locate and edit the system information. The Organizational HR Coordinator makes updates if necessary. This action is done offline, not in HRMS.
- **DEPT/ORG HR COORDINATOR**
  - Responsible for the analysis and recommendation of Reclassification and Reclass Salary Review actions submitted by the Organizational HR Coordinator. The HR Classification Analyst ensures that reviews are approved based on UC Policy and UCR Local Procedures. In the Required Fields banner. To proceed with the salary recommendation select the recommendation corresponding to the HR Analysis.

**HR CLASSIFICATION ANALYST**

- Review the HR Recommendation on the "HR Review & Analysis" tab. If the Org concurs select "Accept HR Recommendation." Completes all fields specified in the Required Fields banner.
- **DEPT/ORG HR COORDINATOR**
  - Responsible for ensuring Reclassification and Reclass Salary Review actions are appropriate based on UC Policy, UCR Local Procedures and organizational standards before routing to Human Resources for review.
  - The Organizational HR Coordinator may add or edit any unlocked fields of the review action and ensures proper procedures for review and approval at the organizational level are met.
  - The Organizational HR Coordinator makes updates if necessary. This action is done offline, not in HRMS.
  - Ensures that all relevant fields are completed fully.
  - Completes all fields specified in the Required Fields banner.

**RECLASS SALARY REVIEW FOR APPROVED PARENT RECLASSIFICATION REVIEW**

- **DEPARTMENTAL HR COORDINATOR**
  - Complete all fields specified in the Required Fields banner.
  - Completes all fields specified in the Proposed Job Description.

**RECLASSIFICATIONS & RECLASS SALARY REVIEW**

1. Required Fields only must be satisfied before routing to the HR Classification Analyst.
2. From the "Review & Submit" tab select the appropriate check initiating action; a comment will be required upon routing.