

INSTRUCTIONS FOR HEO RECLASSIFICATION — October 2016

Reclassification is the move to a higher title in the HEO series. The underlined section is the NEW anticipated addition to the CUNY Code of Practice.

“The criterion for reclassification approval is that the preponderance of duties and job requirements currently fall 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,*
- *a reorganization of functions,*
- *a legal mandate changing the nature of the work,*
- *or some other significant alteration in the duties previously assigned.”*

Summary of HEO title definitions and qualifications (taken from CUNY Code of Practice):

- For reclassification from Asst. to HEO to HEO Asst.: Must demonstrate at least four years experience in the position, supervision by a major educational officer of a college or the university with a limited area of planning, research or professional and/or administrative duties.
- For reclassification from HEO Asst. to HEO Associate: Must demonstrate at least six years experience related to the position and that the job now involves reporting to a HEO or major educational officer and includes supervisory functions not previously assigned or includes overall responsibility for the development of a major program within the college or University.
- For reclassification from HEO Associate to HEO: Must demonstrate at least eight years of experience related to the position and assumes full responsibility for a major area of college or University activity with supervisory responsibility.

Documents that should be provided:

- A reorganization of a department that has placed the HEO in a higher administrative or supervisory position. A previous and current organizational chart should be submitted in these cases.
- Previous and current job descriptions that show the additional tasks within 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 the HEO in a higher HEO title. (If you cannot locate original job description, create one based on past duties.)
- Rationale – statement by you or your supervisor making the argument for reclassification.
- Updated resume.

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

- Evidence of an increase in the number of students assigned if providing counseling services or working in areas providing student services;
- Evidence of an increase in volume of work performed, demonstrating, for example, that the number of financial aid applications has increased substantially over time;
- Proof that requests for annual leave have been denied due to staffing needs and volume of work;
- Record of an increase in approved overtime hours;
- Evidence of excellence in performance of expanded duties — letters, emails, memos of commendation.

PROCESS FOR RECLASSIFICATION

1. COMPILE + REVIEW MATERIALS YOURSELF - Evaluate likelihood (see over).
2. SPEAK TO YOUR SUPERVISOR - Will supervisor nominate you or will you self-nominate? Will supervisor be supportive?
3. PREPARE APPLICATION

Reclassification Application

- A. HR 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 PSC – Revise application, if necessary. PSC email: HEOadvisor@pscmail.org
5. SUBMISSION by you or your supervisor to the College HEO (Screening) Committee.

DECISION PROCESS FOR RECLASSIFICATION

