



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT Administrative Procedures

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Revised: February 7, 2020	
Posted: February 11, 2020	

JOB RECLASSIFICATION

The SAISD Compensation Plan calls for a systematic procedure for the review of employment positions in the District.

Reclassification of a position is a review process that involves a reassessment of job requirements to include changes in levels of skills, duties and responsibility required by the job. The reclassification process occurs once a year prior to Spring Break.

All positions will be assigned to pay grades based on the levels of knowledge, and essential responsibility skills, required of the job assignment. The Compensation Department will classify or reclassify positions based on an assessment of job requirements and comparability to other positions in the District.

1. The department/campus leader of a job, in collaboration with the employee(s), may request job reclassification during the designated period of each school year.
2. The Dept. Leader or the employee seeking reclassification will complete the [Job Analysis Questionnaire](#).
3. The Dept. Leader initiates consideration for reclassification by signing the *Job Analysis Questionnaire*.
4. The Dept. Leader must then complete the *Job Reclassification Request Form* [FORM D20-A].
5. The Dept. Leader then approves and submits the *Job Analysis Questionnaire* and the *Job Reclassification Request Form* [FORM D20-A] to the appropriate cabinet level administrator.
6. The Compensation Department will review the packet to include the *Job Reclassification Request Form* [FORM D20-A], and the *Job Analysis Questionnaire*, and submit completed packets to the Compensation Department.
7. The Compensation Department will review the questionnaire and request additional information, if necessary.
8. The Compensation Department will analyze the request using the job information and appropriate job rating plan.
9. A recommendation concerning reclassification will be prepared by the Compensation Department for submission to the Superintendent for approval.
10. The Compensation Department will review recommendations with the Superintendent for final authorization.
11. The Compensation Department will inform the department/campus supervisor and the employee(s) affected by the decision.

Attachments: [FORM D20-A: Job Reclassification Request Form](#)

References: [Board Policy DEC \(LEGAL\); DEA \(LOCAL\)](#)

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Questions regarding this procedure should be addressed to the Compensation Department, 141 Lavaca Street, San Antonio, Texas 78210-1095 / (210) 554-8460.