

**POLICY 3**  
**POSITION CLASSIFICATION**

**Rule 3.07 - Specification Requests**

A request for a new or revised Civil Service class specification, including a recommendation for pay rate or salary range, promotional line, and effective date, may be initiated at any level of the University organization. Such requests must receive appropriate administrative approvals prior to submission to the State Universities Civil Service System.

**Regulations**

3.071 New or Revised Class Specification Requests

A request for a new class specification or revision to an existing class specification will be submitted to the head of the campus human resources office and forwarded to the Assistant Vice President for Human Resources. After appropriate review and approval, the Designated Employer Representative (the Associate Vice President for Administration and Human Resources) will make a recommendation to the State Universities Civil Service System. A request for a change in title, a deletion or reinstatement of a class specification, or a change in promotional line will be similarly handled.

3.072 Posting Notices

Each campus human resources office shall be responsible for posting notices for the addition of a new class or reinstatement of a former class in accordance with Civil Service Rule 250.30(b)(2).