

## How to Propose a New Classification

When it becomes necessary, a new classification should be initiated by a division/department manager:

1. Contact Human Resources Analyst to propose a new classification including draft job description.
2. Human Resources Analyst shall review and make recommendations on the job description and consult with hiring manager.
3. Human Resources Analyst makes recommendations on salary range and finalizes job description after surveying similar positions in Bay 10 community college districts.
4. Job description is forwarded to Vice Chancellor of Human Resources for review.
5. New classification is forwarded to constituency group for review.
6. Final version of the new classification will be placed on the Board Agenda for approval.
7. After board approval, it is the hiring manager's responsibility to initiate the recruiting process to fill the position. Please refer to other HR Tutorials to complete the process:
  - a. How to Complete a Personnel Action Form
  - b. How to Form a Screening Committee