

## **INSTRUCTIONS FOR HEO RECLASSIFICATION** Feb 2023

Reclassification is the move to a higher title in the HEO series. The CUNY Code of Practice states the basis as: "the preponderance of duties and job requirements fall appropriately in the higher series title."

### **When is a reclassification position warranted?**

When there is a significant accretion of duties to a position over time as a result of a new program or process or;

Reorganization of a unit/department involving a reassignment of duties or;

Legal mandate changing the nature of the work or;

Significant alteration in the duties previously assigned.

### **HEO title definitions and qualifications – summary (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 assume full responsibility for a major college or University activity.

### **Documents that should be provided:**

- A reorganization of a department that has placed the HEO in a higher administrative or supervisory position. A pre- and current organizational chart should be submitted in these cases.
- Pre- and current job descriptions that show the additional tasks within the 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 per the Code of Practices job descriptions.
- Rationale – statement by you or your supervisor making the argument for reclassification.

### **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 over time.
- Proof that requests for annual leave have been denied due to staffing needs and volume of work.
- A record of an increase in approved overtime hours.
- Updated resume.

## PROCESS FOR RECLASSIFICATION

1. COMPILE + REVIEW MATERIALS YOURSELF - Evaluate likelihood (see over).
2. SPEAK TO YOUR SUPERVISOR - Will your supervisor nominate you or will you self-nominate? Will your 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\* – Contact your campus [HEO advisor](#). If your campus does not have a HEO advisor, contact the PSC. Revise application, if necessary.
5. SUBMISSION by you or your supervisor to the College HEO (Screening) Committee.

## DECISION PROCESS FOR RECLASSIFICATION

