

## **INSTRUCTIONS FOR HEO RECLASSIFICATION – April 2025**

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 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 – Campus HEO advisors here: [psc-cuny.org/about-us/house-grievance-counselors/](https://psc-cuny.org/about-us/house-grievance-counselors/)  
Revise application, if necessary.
5. SUBMIT, by you or your supervisor, to the Human Resources department who will check for eligibility and completion and forward the application to the HEO Screening Committee.

## **DECISION PROCESS FOR RECLASSIFICATION**

The 2023-2027 contract states that HEO-series employees shall be notified of the outcome of a reclassification request within ninety (90) days of the submission to college HR of all required documentation.

