

Job Evaluation Guide – Properly Classify a Position

Job evaluation is the process used to properly classify a position in terms of an appropriate title, salary and overtime exemption status. The Classification and Compensation Office evaluates positions based on the actual job duties and responsibilities performed. If there is no match within existing titles, a new title and description is developed.

A job evaluation should be initiated if:

- An employee's level of responsibility and decision-making authority have Increased**
- Significant changes in the work have occurred**
- Departmental restructuring has occurred**
- Departmental needs and initiatives necessitate staffing changes**
- A reduction in force (RIF) is planned**

The head of the department, or comparable unit, initiates job evaluation requests for classified and nonclassified positions. When requesting a job evaluation, the following is required:

- A completed Online Position Description (PD)
- An organization chart indicating the title(s) to which the position reports, the title(s) the position supervises, and the peer level positions in the work unit
- Appropriate routing through the Online Position Description to the department head or a memorandum with their signature attached to the online request; listing proposed title, suggested salary, justification, and source of funds

Additional data needed to complete the job evaluation process may include:

- Examples of *independent* decisions this position might be expected to make.
 - Specific skills, technical and/or creative expertise needed for a person to be *fully functional* in this position (i.e., experience in computer programming on DOS based systems, experience counseling students of diverse backgrounds, etc.).
 - Significant changes which have occurred in the position duties and level of responsibility over the past 6 months to 1 year. Include any anticipated changes in the duties and responsibilities of the position.
 - The *minimum* qualifications a candidate must possess upon hire to adequately perform the duties of this position (these must be specifically related to the job duties). Desired skills, experience, training, or education may be added.

- When appropriate, information regarding any *external factors* (e.g., market conditions and retention/turnover figures) is helpful.
- Comments reflecting which job titles and/or individual positions are perceived to most closely compare to the position being reviewed and which titles/positions are perceived to be above/just below the level of the position being reviewed.
- The size of the work unit and the organizational structure of the work unit and department.
- The degree and type of supervision under which the position functions and the degree and type of supervision that the position incumbent gives to others.
- The nature/types/levels of internal and external contacts and the purpose for those contacts. (Note: Exclude individuals to whom the position reports and individuals that are subordinate to the position.)
- Perspective of how the position fits into the organizational structure of the unit.
- Other positions in the unit, which might be impacted by a change in this position title.

JOB EVALUATION FREQUENTLY ASKED QUESTIONS

What happens during a job evaluation?

The Classification and Compensation Office will contact the requestor and conduct a personal or telephone interview with the immediate supervisor, administrator, and/or incumbent. The Position Description form, organization chart, interview notes, and supporting data are reviewed, taking into consideration:

- Scope and breadth of the position's function
- Level/impact of decision making authority
- Reporting structure above and below the position

The duties and responsibilities of the position are compared to the written position description (if one exists for that title), other positions of similar title and positions of similar scope and responsibility within the department, colleges, and/or University. The requestor is contacted if additional information/clarification is needed or if the Classification and Compensation's Office recommendation is different from the requested action. The following outcomes are possible: retaining the position's present classification, reclassifying the position to a different title and/or pay range (higher or lower) or approving the request as submitted.

Is there an appeal process for job evaluation requests?

Any or all of the following steps may be pursued through a Department Head or equivalent:

- A meeting with the Classification & Compensation Office may be requested to discuss the recommendation.
- A review conducted by the Classification & Compensation Office may be requested to further clarify the duties of the position.
- The decision may be appealed in writing through the Director of Human Resources to the President if the above steps do not resolve the issue.

What are some valid reasons for reclassifying positions?

A change in any of the following items is valid criteria: the nature and variety of the work, difficulty of the work, authority and responsibility exercised, extent of supervisory controls over the work, and qualification requirements of the work. A pending job offer is not justification for reclassifying a position. Other invalid reasons include exceptional qualifications of the employee, employee personality, scarcity of new employees, financial need, relative efficiency, volume of work, length of service, unusual diligence or overtime, and changes in the position's appointment status (50% FTE to 100% FTE).