Background

This policy is to provide information related to University classifications; it is the responsibility of the University to establish and maintain a system of classifications specifications and define the various classes of positions in terms of duties, responsibilities and qualification requirements.

Policy

1. The Compensation Department has the responsibility for maintaining and reviewing the job classifications within the University.

2. Each position will be assigned to the classification that most accurately describes the duties performed. Salary/rate of pay shall be determined according to the classification plan.

3. Job classification reviews are used to establish new positions or reclassify vacant positions.

Procedure

1. The employing department will start the appropriate action to initiate a request for a new position or to modify a vacant position.

2. The action must be approved thru the appropriate workflow as determined by division.

3. The Compensation department will review the request and consult with the supervisor and/or administrative unit head to discuss essential job functions, specific duties and minimum qualifications.

4. The Compensation Department will make a final classification determination and submit requisition thru the appropriate workflow.