

**New Position and Reclassification Audit Procedures**  
**Revised and Updated June 2008**

Audit Request By Account Manager:

1. Account manager obtains divisional Vice President (VP) agreement that new position or reclassification audit is needed.
  2. Account manager develops current organization chart reflecting position's relationship to others in the department.
  3. Account manager develops proposed organization chart and attaches the current and proposed chart to the materials to be submitted to Human Resources (HR)
  4. For new positions, account manager prepares written justification for recommended title. It should explain how the new position will affect the organization and how it fits into the existing structure.
  5. For reclassification requests, account manager prepares written justification that identifies specific duties/responsibilities which have changed. This justification will also provide a summary of other changes to the organization that may impact the job. The justification may also provide a brief history of the position and the changes that have occurred over time.
  6. OPTION: While Human Resources is tasked with completing the Guidelines Oriented Job Analysis (GOJA) questionnaire, the account manager can speed completion of the audit by completing a new or modified GOJA as appropriate.
  7. The requisition (available online via the EASY system) is used to request any job audit.
  8. All new positions must be audited prior to posting a job vacancy. A new position is any position being added to an account.
- Approval of Funding
9. Account manager submits a completed requisition utilizing the EASY system via administrative channels to the Budget Office with current and proposed organization charts, justification memo, and completed new or modified GOJA attached.

10. Budget Office verifies that funding is available for the new position or reclassification being requested and forwards the requisition and all attachments to Human Resources. If funding cannot be verified, the Budget Office will return requisition and attachments through administrative channels to the account manager.

#### Audit by Human Resources

11. Through the audit process Human Resources may: (1) approve the department's recommendation for job title and pay plan minimum, (2) approve the recommended title and recommend a different pay plan minimum, (3) approve a different title and pay plan minimum, or (4) recommend that no change be made.
12. Upon receiving Budget Office-approved requisition and attachments(s), Human Resources verifies that all required attachments are with the requisition. The account manager will be notified by HR if any information is missing.
13. If the account manager has opted for Human Resources to complete the GOJA, Human Resources will start the process to complete the GOJA. The Human Resources-completed GOJA will be returned to the account manager for final approval. Account manager then corrects, signs and returns the GOJA to Human Resources. Documentation cannot be considered complete until the GOJA is approved by the account manager and is received by Human Resources.
14. Once all required documentation is received, Human Resources places the audit on the audit schedule. Audits are placed on the schedule in date order of receipt of all required documentation. Audits are performed in the order that they appear on the schedule.
15. The Human Resources target date for completion of an audit is three (3) work weeks from the date the audit request is placed on the audit schedule. Human Resources completes the audit and notifies account manager of the decision by memo.
16. HR implements audit approved new positions and reclassification results.

#### Appeal (If Necessary)

17. Account manager may appeal audit results in writing via his/her divisional VP to the Vice President for Finance and Support Services (VPFSS) with copy to Human Resources. The appeal should explain reason for disagreement and justification for desired audit result.
18. VPFSS reviews appeal and audit findings, meets with divisional VP, account manager, and Human Resources as needed. VPFSS responds to account manager in writing via appropriate divisional VP.

### Implementation

19. Audit results are made effective the first of the month following the month that the reclassification or new position audit is completed by HR.
20. Following a reclassification, HR will ensure that the employee's salary is at least the pay plan minimum for the new title. Management may grant a separate pay increase by PCR if desired. Policy recommends a 15% salary increase for an employee whose position is reclassified however, if the employee's current salary is above the pay plan minimum for the new title no increase is required.