The Job Audit Process: How it Works

A job audit is the process which analyzes requests for (a) new positions and (b) reclassifications. For a brief look at how the process works, follow the steps below.

1. **Identify a need and make a request**
   - Reorganization or meaningful changes in job duties and function.

2. **Get VP approval**
   - Obtain your VP agreement that a new position or reclassification audit is needed.

3. **Gather documents and create requisition**
   - Create requisition online via People Admin and attach:
     - Job Analysis Form (JAF)
     - Organizational chart
     - Justification memo
     - Job description (optional)

4. **Get funding approval**
   - Audit electronically sent via People Admin to the Budget Office, to verify and approve funding.

5. **HR review**
   - HR evaluates the:
     - Documents submitted;
     - Information gathered in staff interviews;
     - Market data;
     - Criteria for standard classification systems.

6. **Notification of results**
   - HR completes audit and notifies account manager of the decision by memo.

   HR may:
   - Approve recommended for job title and pay plan minimum;
   - Approve recommended title but recommend a different pay plan minimum;
   - Approve a different title and pay plan minimum;
   - Recommend that no change be made.

7. **Implementation**
   - Results are made effective the first of the next month of audit completion. Unless there is a change in the FLSA status, then the first Sunday of the following month is the effective date.

8. **Appeal**
   - Results may be appealed in writing via divisional VP to VPFSS with a copy to HR.
   - VPFSS reviews all information and meets with appropriate parties.
   - VPFSS responds to appellant in writing via appropriate divisional VP.

For more information, visit the Job Audits website or contact the Compensation team at hr@txstate.edu.