New Position and Reclassification Audit Procedures
Revised and Updated October 2010

Terminology:

1. A new position is any position being added to a departmental account. All new positions must be audited by Human Resources prior to posting a job vacancy.

2. A reclassification is a technical adjustment in a position’s title due to a change in job duties and responsibilities. All reclassifications must also be audited by Human Resources.

The Job Audit Process

Job Audit Request and Documentation:

1. Account manager obtains divisional Vice President (VP) agreement that new position or reclassification audit is needed.

2. A requisition (available online via the EASY system) is used to request any job audit. The requisition should be completed with the following documents attached: organizational chart, justification memo and Guidelines Oriented Job Analysis questionnaire (GOJA) for the position being audited. A New Position Data Form (NPDF) must also be attached when requesting a new position audit.

3. Justification Memo:
   a) For new positions, the account manager prepares a written justification for the recommended title. It should explain how the new position will affect the organization and how it fits into the existing structure.
   b) 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.

4. Organizational Chart:
   a) Account manager develops current organization chart reflecting the audited position’s relationship to others in the department.
   b) Account manager develops proposed organization chart and attaches the current and proposed chart to the materials to be submitted to Human Resources (HR).

5. GOJA: The account manager must provide a Guidelines Oriented Job Analysis questionnaire for the position being audited. The document should reflect the most current duties of the incumbent when requesting a reclassification audit. For a new position audit the duties in the GOJA would reflect the anticipated duties of the new position.
Funding Approval:

6. The account manager submits a completed requisition utilizing the EASY system via administrative channels to the Budget Office with the current and proposed organization charts, justification memo, and completed new or modified GOJA attached.

7. The 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 contact the account manager.

Job Audit by Human Resources

8. Upon receiving the 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.

9. 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.

10. 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.

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. HR implements audit results for either a new position or reclassification.

Implementation of Audit Results:

13. Audit results are made effective the first of the month following the month that the reclassification or new position audit is completed by HR.

14. Following a reclassification, HR will ensure that the employee’s salary is at least at 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.

Appeal (If Necessary)

15. 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.
16. 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.