

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.



Identify a need and make a request

Reorganization or meaningful changes in job duties and function.

Get VP approval

Obtain your VP agreement that a new position or reclassification audit is needed.

Gather documents and create requisition

Create requisition online via People Admin and attach:

- Job Analysis Form (JAF)
- organizational chart
- justification memo
- job description (optional)



HR review

HR evaluates the:

- documents submitted;
- information gathered in staff interviews;
- market data;
- criteria for standard classification systems.



Get funding approval

Audit electronically sent via People Admin to the Budget Office, to verify and approve funding.



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.



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.



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.