

Job Audits| How and Why

What is a Job Audit?

A job audit is an evaluation of potential and existing positions. It is used to ensure job duties match the appropriate job title.

2 Reasons to conduct a Job Audit:

- If a current job title does not exist for the job duties then departments must submit a [Job Analysis Form](#) for a **new position request**. All new positions must be audited by Human Resources prior to posting a job vacancy.
- If job duties change then a technical adjustment in a position's title changes in job duties and responsibilities then departments must submit a Job Analysis Form for a **reclassification**. All reclassifications must also be audited by Human Resources.

Why are Job Audits necessary?

Job Audits Ensure:

- Appropriate FLSA status – *Risk Prevention*
- Appropriate value of all positions in the pay plan – *Supports equal treatment*
- Appropriate EEO category
- Appropriate KSAs are used in job postings – *Supports EEO law*
- Appropriate items are used in Performance Appraisal process – *Supports Equal Treatment*
- Departments in the University are ordered and organized class/compensation wise.

How to determine if you need a new position request or a reclassification?

Things to consider for a **new position request**:

- How does the job differ from other jobs in the pay plan?
- How is the job similar to others in the pay plan?
- Does an existing title fit? Do we need a new title?
- What is value of new position to overall organization?

Things to consider for a **reclassifications**:

- Have the duties/responsibilities changed in a meaningful way?
- What duties have changed over time?
- Are the duties different or more of the same?
- Has the nature or focus of the job changed?
- How does this job fit the organization?
- What is the value of the change?

What is HR looking for?

To reclassify a position HR consider:

- Reorganization
- Demonstrable/meaningful changes in job duties
- New supervisory or lead responsibilities, dramatic change in job function, acquisition of new program responsibilities

Do reclassifications mean promotion?

No.

- Promotion: is a **change** in job title within the same job family based on merit. Does not always include a change in duties. A promotion does not require an audit.
- Reclassification: is an adjustment of job title based on changes in duties.

*Important: A reclassification is **not** an “award” it is merely an adjustment of a position’s job title.*

Job Audits do not look at...

- Expansion of current duties or an increase in volume
- Credentials
- Job performance
- Longevity

1st Step: Request

- Account Manager obtains divisional Vice President (VP) agreement that new position or reclassification audit is needed.
- Gathers the appropriate documentation.
- Submit the Job Analysis Form to HR

Documents

Requisition – completed via EASY system and attaches the following documents

- Organizational chart
- [Job Analysis Form](#)
- Justification Memo

Contacts

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)

Job Analysis Form

[Job Analysis Form](#)

- The Job Analysis Form (JAF) was created to replace the GOJA and streamline the informational requirements for proper position classification. The JAF is a detailed and specific listing of the duties, knowledge, skills, abilities and other requirements particular to an employee's position. **This document is to be used as part of the job audit process to:** Create a new position and/or reclassify an existing position

Justification Memo

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.

2nd Step: Funding Approval

- After the account manager completes the requisition utilizing the EASY system it is sent to the Budget Office with the appropriate documentation.
- 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.

3rd Step: HR Process

- Upon receiving the approved requisition and attachments from the Budget office, Human Resources will verify that all required attachments are with the requisition and contact account manager if any information is missing.
- 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.
- The Human Resources target date for completion of an audit is three (3) work weeks from the date the audits request is placed on the audit schedule. Human Resources completes the audit and notifies account manager of the decision by memo.
- 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.

4th Step: Implementation

- Final recommendations are based on:
 - Documents submitted by the department
 - Staff and supervisor interviews
 - Market data
 - Criteria for standard classification systems
- Analysis results are made effective the first of the month following the month that the reclassification or new position audit is completed by HR.
- 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)
 - Account manager may appeal audit results in writing via his/her divisional VP to the Vice President for Finance and Support Services (VPFSS) with a copy to Human Resources. The appeal should explain reason for disagreement and justification for desired audit result.
 - 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.

Customer Satisfaction Survey

To better serve our users we ask for your feedback, please use the following link to provide us with feedback regarding our job audit process.

<https://secure.its.txstate.edu/ir/irsurveys/vpfss/hr/css.html>