Compensation Decision Tree

1. Is this a new position or a reclassification of an existing position?

2. New Position
   - Review the People Admin requisition process for posting a new position
   - Submit the following documents via the People Admin requisition process:
     - Job description from Grant Staff Website
     - Organizational Chart
     - Justification Memo
   - Human Resources conducts a desk audit and assigns the appropriate job title, pay range, and FLSA overtime status according to the list of authorized grant titles.
   - Department may post or fill the position following the procedures described in the employment process

2. Reclassification of existing position
   - Submit the following documents via the People Admin requisition process:
     - Job Analysis Form (JAF)
     - Organizational Chart
     - Justification Memo
   - Human Resources conducts a desk audit and assigns the appropriate job title, pay range, and FLSA overtime status according to the list of authorized grant titles.

Visit the Grant Staff Website/Classification page to view a listing of current Grant Employment Descriptions.