



Standard Operating Procedure

1. Purpose

The standard operating procedure provides the steps to follow for Position Reclassification for exempt and nonexempt positions. Reclassifications may be requested by department managers and division directors and will be reviewed by the Office of Compensation and submitted to the Compensation Committee Review Board for final approval. All requestors (managers/directors) are accountable for submitting the required documents to the Office of Compensation to begin the reclassification process.

2. Scope

This document provides the Standard Operating Procedures for the reclassification process for exempt and non-exempt positions. Currently positions can be created and submitted to Office of Compensation during the fiscal year.

3. Prerequisites

Requestor must submit budget request form to Budget department for funding approval. If funding is available, requestor begins the process. If funding is unavailable, the requestor may work with Budget department for alternative options.

4. Responsibilities

Requestor
Budget Center Manager
Department Chief
Compensation staff

5. Procedure

Requestor:

Requestor initiates and fills out the Job Analysis Questionnaire form (JAQ) to reclassify a position. The following must be included:

- Approved budget request form
- Completed sections A-G on JAQ form
- Organizational chart including position
- Proposed Draft Job Description (optional)
- Reason for the reclassification
 - how job has changed
 - whether the new responsibilities were previously handled by another position

Requestor routes the Job analysis questionnaire form to Department Chief for review and approval.



Reclassification

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SOP Owner:

- required signatures: Requestor/Department Manager; Department Chief; Budget Manager

Budget Center Manager:

Assumes responsibility for the divisions overall budget funding for the reclassification. Assigns a position number to the reclassified position when requested by compensation per completion of evaluation

Departmental chief:

Approves JAQ and Budget Request Form. Upon approval of departmental chief submits the approved forms to Compensation for review.

Compensation:

Compensation will review required documents to ensure the document is complete. Incomplete documents will be returned and requestor notified. Completed documents will be logged into assignment tracker with date receipt and assigned to compensation staff member

Compensation assigned staff member will begin evaluating completed JAQ and respond within 30 business days.

- Compensation evaluates the JAQ to determine appropriate reclassification and pay code.
- Compensation submits findings to Compensation Committee for approval or denial of new position.
- Responsible for communicating with the department managers on the status of the reclassification request.
- If the position, was not approved in the initial budget process approval from board members is necessary.
- Once the position has been approved by compensation committee compensation representative submits attribute form to budget department for creation of position.
- *If the position has been denied by compensation committee a written notification is sent to hiring manager and budget. (compensation committee review form)*
- Compensation creates job template in ICIMS and notifies HR Business Partner and requestor, providing job template ID number and PCN# Budget has created. Archives current job description if applicable.
- Compensation obtains requesting Division Chief and Human Resource Director signatures on job description
- Compensation adds reclassified job description to Compensation "F" drive and archives current job description if applicable
- Compensation sends copy of reclassified job description to requestor, closes file on assignment tracker and files document.

6. References

- Budget request form
- JAQ



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SOP Owner:

7. Definitions

Job Analysis Questionnaire (JAQ) - Set of questions asked to obtain current information on your job based on a review of job duties and responsibilities.

Budget Request Form – Form requesting budget approval necessary to fund a position.