

# COMPENSATION AND JOB CLASSIFICATION






*The Compensation Team provides expertise in developing, implementing, and administering job classifications and descriptions, competitive wages, and additional pay opportunities.*

## UNDERSTANDING JOB DESCRIPTIONS

A well-written, up-to-date job description should . . .

- Define the nature, type, and difficulty of the work
- Describe the work as it currently exists (*not in the past or future*)
- Focus on the requirements (*not skills of a particular incumbent*)
- Note the frequency, duration, and intensity of unavoidable working conditions

A Job Description should be reviewed when . .

-  The job's responsibilities have changed
-  A new position is established
-  An organizational change has occurred
-  Working conditions or technology have changed
-  A position has naturally evolved to meet the priorities and requirements of the organization (*Recommended every three years*)

### TERMS TO KNOW

**Job Description:** *aka: JD* A written statement of facts that describes the scope, responsibilities, and organizational relationships of a job

**Organizational Chart :** *aka: Org Chart* A visual representation of the structure of an organization, determining role, reporting relationships, and jobs that work in conjunction with one another

**Job Evaluation:** An objective measurement of a job's duties and responsibilities that is weighed against different jobs within SCS to determine a position's relative internal value (*NOT to be used to provide a salary increase to an employee*)



# JOB EVALUATION WORKFLOW

Submitting a request to fill an empty position--whether it's a new position or a recent vacancy--must undergo the following Job Evaluation Workflow to gain approval. Contact your Advisor or BP with any questions.

