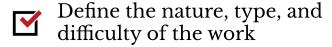
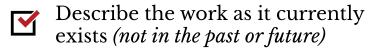
COMPENSATION AND JOB CLASSIFICATION

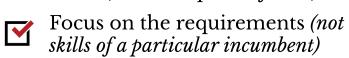
The Compensation Team provides expertise in developing, implementing, and administering job classifications and descriptions, competitive wages, and additional pay opportunities.

UNDERSTANDING JOB DESCRIPTIONS

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

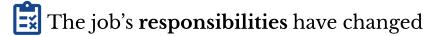






Note the frequency, duration, and intensity of unavoidable working conditions

A Job Description should be reviewed when ...



A **new position** is established

C An organizational change has occurred

Norking conditions or technology have changed

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 conjuction 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)

A position has **naturally evolved** to meet the priorities and requirements of the organization (Recommended every three years)























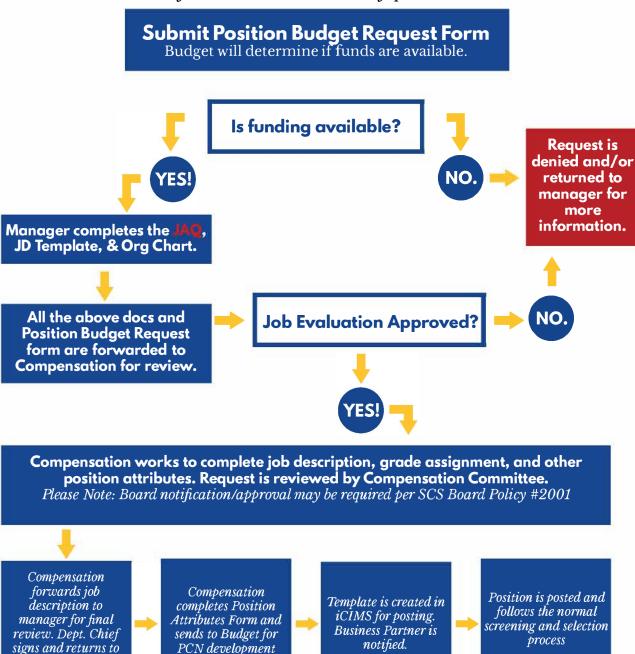




HUMAN RESOURCES HIRING MANAGER TOOLKIT

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.









Compensation



















