



Standard Operating Procedure

1. Purpose

The purpose of this document is to obtain accurate information to establish a new position.

2. Scope

This document supports the necessary steps needed for a department to establish a new position. Currently positions can be created and submitted to Office of Compensation during the fiscal year.

3. Prerequisites

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

4. Responsibilities

Hiring manager
Incumbent
Department Chief
Budget Center Manager
Compensation staff

5. Procedure

Department hiring manager initiates and fills out the Job Analysis Questionnaire form (JAQ) to establish a new position. The following must be included:

- Approved budget request form
- Completed sections A-G on JAQ form
- Organizational chart including position

Hiring manager submits budget request form to Budget department for approval of funds.

If funds are available hiring manager completes job analysis questionnaire.

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

- required signatures

Upon approval of departmental chief submits the approved forms to Compensation for review (budget request form and JAQ).



Compensation will review to ensure the document is complete. Incomplete documents will be returned and hiring manager notified. Completed documents will be logged in 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 classification and pay code.
- Compensation submits findings to Compensation Committee for approval or denial of new position.
- 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)

6. *References*

- JAQ
- Budget Request form
- Flow chart

7. *Definitions*

Job Analysis Questionnaire (JAQ) -