

STEPS TO ESTABLISH OR RECLASSIFY A POSITION

March 24, 2008

JOB ANALYSIS QUESTIONNAIRE (JAQ)

Any time a department wishes to establish a new permanent position, the department must submit a Job Analysis Questionnaire (JAQ). JAQs are also submitted when a department is requesting the reclassification of a current permanent position. The purpose of a JAQ is to request a review of a position, to measure performance, and assist in appropriately classifying a position.

There are three (3) different forms associated with the JAQ – HR 31 (for exempt classifications), HR 33 (for non-exempt classifications), HR 35 (Minimum Qualifications Questionnaire-for new classifications only). They can be found on the Human Resources website within the 'Paper Form' section.

The JAQ forms must be completed and signed by all appropriate parties before sending to Human Resources for review. The JAQ form must be approved and signed by the following applicable positions: Supervisor of Position, Department Head, Dean, Vice Chancellor, and Provost/Chancellor. Please note that Human Resources must receive a copy of the JAQ with all original signatures before processing. When a person signs/approves a JAQ, s/he is stating that s/he agrees with the recommended position and approves the funding for such a position.

DESK AUDIT INTERVIEW & REVIEW PROCESS

Once Human Resources receives the completed JAQ forms, a desk audit interview will be scheduled. The purpose of the desk audit interview is to allow HR to get detailed information regarding the JAQ request so that HR can determine the appropriate classification of the position.

Once the desk audit has been completed, HR will do the following before making a recommendation:

To Establish a New Classification

- Determine if the position is considered classified or unclassified
- Review all related active job classifications to determine 'best fit'
- If there is no fit, Create a job description
- Conduct market research to determine an appropriate new-hire pay range
- Determine an appropriate position title
- Perform the FLSA exemption test to determine exemption status (Exempt or Non-Exempt)
- Make official recommendation to department

To Establish an Existing Classification

- Review all related active job classifications to determine 'best fit'
- Perform FLSA exemption test to ensure appropriate exemption status
- Make official recommendation to department

To Reclassify an Existing Classification

- Review all related active job descriptions to determine 'best fit'
- If there is no fit, Create a job description
- Conduct market research to determine an appropriate new-hire pay range
- Determine an appropriate position title

- Perform the FLSA exemption test to determine exemption status
- Determine if transfer calculation needs to be conducted. If so, determine new pay for incumbent based on formulas provided by VCP.
- Make official recommendation to department

FORMAL RECOMMENDATION TO DIVISION HEAD

Once Human Resources has made its recommendation to the department, the Compensation Generalist will send a formal recommendation memo to the appropriate division head to finalize the review.

Once the department has received approval from its division head, it can:

- Submit an eform 3 to update current employee's position classification title and, if budget allows, pay rate - *(for reclassifications)*
- Begin the hiring process via the online job site (PeopleAdmin) - *(for new positions)*

Approved: 3/24/2008