

Reclassifying an Existing Position

Updated: 7/08/2016

Purpose

To outline the procedure to reclassify an existing position which includes job audits and market analysis.

Policy

A reclassification of a position is necessary when its duties have changed sufficiently to require a change of title. A reclassification always involves a change in title, but it may not necessarily involve a change in salary. [Handbook of Operating Procedures, Chapter 2](#), Section 2.5

Procedures

1. The Director/Manager completes a Position Audit Request Form securing appropriate signatures.
2. The Director/Manager updates/revises the current position description and forwards to the Office of Human Resources.
3. The Office of Human Resources will conduct audit upon receipt of approval from the President's Office designee.
4. The Office of Human Resources will meet with the incumbent if the position is filled and the position's supervisor in an effort to further understand the department's organizational need for the reclassification. Upon reviewing and analyzing all necessary data, the Office of Human Resources will make recommendations to the Director/Manager initiating the request.
5. If the recommendation is for a job title change only, the recommendation must be approved by the requestors, Dean/VP, and President's Office designee.
6. If the recommendation supports a change in job title and minimum salary and/or salary range, an impact analysis will be conducted. The recommendation must be approved by the requestors, Dean/VP, and President's Office designee. The Office of Human Resources will then process the reclassification of the position as well as the incumbent's (if applicable) salary.
7. After all approvals have been obtained, the requester will discuss the results with the employee.

Applicability

This procedure applies to all departments.

Responsible Party

Associate Vice President, Office of Human Resources