



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Individual Position Review</b>
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<i>Sponsoring Unit/Department:</i>	Human Resources
<i>Policy Title(s) &amp; No(s).:</i>	Personnel Governance and Policies for College Employees, BP 1.25
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

### **PURPOSE**

The purpose of the Individual Position Review is to provide a consistent process to analyze the impact of changes in the job responsibilities upon an individual position. The need for an Individual Position Review will usually be based on pre-approved organizational changes in a work unit; this may require that each position within the reorganized work unit go through a review and analysis. An Individual Position Review may also be needed due to required changes in the work product and/or scope of decision making authority and associated responsibilities and skills required for the position and may affect one individual or more.

This process is separate and distinct from the scheduled Cyclical Review Process. Each supervisor is responsible for ensuring staff is worked within the parameters of the assigned budgeted job classification.

## **SECTION 1: Definitions**

### **Classification Specification**

A classification specification identifies the essential duties, decisions, responsibilities, knowledge, and skills required for a job within a job family. This description is based on the decision band method of job evaluation. Classification also reflects meaningful differences in the level of work within each occupational group.

### **Decision Band Method™**

The Decision Band Method of classifying positions focuses on work performed and decision making required, not the attributes on an incumbent. It is focused on the duties and responsibilities of a class, the supervisory responsibilities, and the difficulty and complexity of typical duties. This includes essential skills and knowledge required to perform the job, consequences of error, and other related factors.

### **Job Classification**

Job classification is a description that accurately reflects essential duties and responsibilities, while providing flexibility in the assignment of specific duties based on operating department or work unit requirements.

### **Job Family**

A job family includes jobs that involve work of the same nature but require different skill and responsibility levels.

### **Reclassification**

Reclassification can be a result of the Cyclical Review process. It is the official change of a job from one classification to another classification due to a significant stable change in the duties, decision-making authority, and responsibilities of the job.

## **SECTION 2: Process and Procedures**

Individual position review occurs as a result of a request from a supervisor, or an employee through a supervisor, when one or both parties feel the review is warranted, and can be part of an approved work unit reorganization. Individual position reviews must be approved by the executive administrator of the area of the Chancellor before the position study is undertaken by Human Resources.

Supervisors are responsible for utilizing established practices, described in each employee policy manual in sections that explain temporary out of class assignments, acting assignments and lead assignments, to address any need to work an employee out of class.

### **Position Study**

1. Supervisors or administrators who recommend a position review must obtain the Chancellor's approval for either the individual position review based either on changes that affect only one job, or approved work unit reorganization. Either situation may affect several individuals.
2. The Chancellor's approval of either work-unit reorganization or an individual position review is communicated to the Human Resources.
3. An Individual Position Review can also occur when vacancies arise and are approved for recruitment. If the supervisor over the vacant position seeks a change in classification, the Chancellor must first approve the study.
4. Position review may also occur when job announcement analysis is conducted by Human Resources analysts as part of preparation for a new recruitment. If the Human Resources analysis indicates a change is required, then the Chancellor's approval must be received before the change is implemented.
5. All criteria listed in the employee policy manual applicable to the position requested for study must be met before seeking the Chancellor's approval for the review.
6. Within 15 work days of an employee submission of the Individual Position Review form, the immediate supervisor reviews the documentation and determines if the request merits approval. Within the same fifteen work days of the original request, the supervisor reviews the existing classification and discusses with the employee the reason for the request. If the supervisor agrees that review is warranted, s/he will complete the supervisor's portion of the request and forward the completed form to the administrative supervisor for review and approval/denial.
7. If the supervisor denies the request for the review, the supervisor will meet with the employee within one business week to discuss and clarify the

reason for denial. Following this discussion, if the employee still feels a study is warranted, the supervisor will document the position concerns and forward the request to the administrative supervisor for further review.

8. If the supervisor approves the review request, it is submitted to the administrative supervisor. Within 15 work days, the administrative supervisor reviews the request, and completes and signs the administrator portion of the form. If the request for study is approved by the administrative supervisor, it is forwarded to the Chancellor. If the request is not approved by the administrative supervisor, the administrator, the supervisor and the employee will meet-within 15 work days to resolve the position concerns and justification for denial.
9. The position review document will include the justification for the denial. If there is no approval by the supervisor and administrative supervisor, then the request is forwarded to Human Resources District Office – Classification staff for their records. The forwarded document must include the reason for the denial.
10. Once a position review is approved by the Chancellor, and sent to Human Resources, the Human Resources will, within 15 work days of the receipt of documented approval, contact the employee and his/her supervisor, and conduct a desk audit of the position.
11. Human Resources will meet with the supervisor within 10 work days of the completion of the desk audit to gather additional information, and will confirm the information the employee provided.
12. Within 10 work days of the meeting with the Supervisor, Human Resources will notify the administrative supervisor in writing of the results of the desk audit. The desk audit can result in:
  - a. A determination that the position is correctly classified (no change in title/classification or salary range), or
  - b. A change in employee group status, or
  - c. A change in title/classification only with no change in salary range, or
  - d. A change in title/classification change and placement in a higher salary range, or
  - e. A change in title/classification change and placement in a lower salary range.

13. The Chief Human Resources Officer will present all reclassification recommendations resulting from the position review to the Chancellor for final approval.
14. All employee reclassification actions are subject to the provisions of the applicable personnel policy statements.
15. Within ten work days of notification of final approval by the Chancellor, Human Resources will notify the administrative supervisor. The administrative supervisor will accept and implement the approved changes within 10 workdays. Or, the administrative supervisor may instead elect to modify the duties and/or responsibilities of the position to conform to its original budgeted classification level.
16. If the administrative supervisor decides to modify the duties or if s/he is in disagreement with the final results of the position study, s/he must submit a written rationale to the Chief Human Resources Officer within 10 workdays. The administrative supervisor must notify the Vice Chancellor for Human Resources of any decisions to modify the duties or disagreement with the results of the position study. This notification must include a statement of the basis for the decision.
17. If the administrator accepts the results, the administrator will inform the employee.
18. If the study results in a change, the applicable personnel policy provision for reclassification will be applied and a Personnel Action Request (PAR) form will be initiated by the administrative supervisor/designee and submitted to Human Resources to process the change.
19. Classification changes resulting from a reorganization or restructuring study shall be effective the date of the approved reorganization.
20. Classification changes resulting from an individual employee or supervisor request that resulted in a compensation adjustment will be retroactive. The Chief Human Resources Officer will establish the retroactive date through research and supervisor input. The Chief Human Resources Officer will present the retroactive pay matter to the Chancellor for final approval.

**SECTION 3: Outcomes**

The College's position classification system provides an objective, structured and consistent method for arriving at position classification and compensation decisions.