

RULES AFFECTING

CLASSIFIED AND ADMINISTRATIVE/ PROFESSIONAL STAFF

SECTION FIVE

5.0 POSITION CLASSIFICATION

Senior Management positions are not governed by provisions of this section.

- A. Each Classified and Administrative/Professional position is allocated to a classification by the Director of Human Resources on assessment of the Position Description Questionnaire in consultation with the appropriate Manager.
- B. In consultation with the Executive Vice President, the Director of Human Resource may review, reallocate, abolish, or establish new classifications and will assign each classification to a pay grade, and may regrade classifications or positions on the basis of external market salary survey data, point-factor analysis, ranking, and/or internal benchmarks as may be appropriate for the position.
- C. If the duties of a position and/or its reporting relationships are substantially changed, new organization charts and an up-to-date Position Description Questionnaire will be sent to the Human Resources Department by March 1 for a review to affirm the current classification or to establish a new classification. Changes become effective July 1 unless another date is established by the President.
- D. It is the prerogative of each manager to determine the duties and responsibilities to assign to a position. Duties and responsibilities may be revised, added, or deleted at any time. The Position Description is not intended to be all-inclusive of every task which the employee is expected to perform.
- E. The Human Resources Department will request up-to-date position questionnaires or organization charts as necessary, and will review the classification of any position which becomes vacant before recruiting may begin.
- F. The Human Resources Department will provide each newly-employed individual with a copy of the most recent Position Description.