New Position and Reclassification Audit Process- July 2005

Summary – Steps In The Process

- Obtain management approval for the new position or reclassification
- Prepare and submit required supporting documentation
- Participate in the Human Resources audit
- Implement Human Resources recommendation
- Appeal Human Resources audit recommendation (if necessary)

Management Approval:

The account manager obtains divisional Vice President (VP) approval that a new position or reclassification audit is needed.

Prepare and Route the Required Supporting Documentation

The account manager prepares and submits the following required documentation: audit requisition, written justification, organization chart, and GOJA booklet.

1. The Requisition - A requisition sent through approval channels via the People Admin "EASY" system is required prior to the initiation of any audit. The work flow for the requisition is the same as the old Request to Fill a Position (RFP) and requires Department Director, Dean/Department Chair, VP, and Budget Office/Grants Accounting approval as indicated in the Approval for Funding Section.

2. The Organization Chart - The account manager must develop both a current organization chart reflecting the subject position's relationship to others in the department and a proposed organization chart. Both are sent to Human Resources. Organizational charts may be sent electronically via e-mail or through campus mail.

3. The Written Justification - The justification should explain how the new position will effect the organization and how it fits the existing structure. For a reclassification request, the account manager prepares a written justification that identifies specific duties/responsibilities which have changed. This justification will also provide a summary of other changes to the organization that may impact the job. The justification may also provide a brief history of the position and the changes that have occurred over time.

4. The GOJA - All new position audits require a GOJA booklet. Account managers have the option of creating or revising the Guidelines Oriented Job Analysis (GOJA) questionnaire. The account manager can speed completion of the audit by completing a new or revising an existing GOJA as appropriate. A revised GOJA is required for the completion of a reclassification audit.

5. The New Position Data Form - A New Position Data Form (NPDF) must be added via the People Admin “EASY” system for any new position being added to the university’s organizational structure. While the data from this form is part of an SAP process, the NPDF itself resides in the “EASY” system. The NPDF can be attached to the “EASY” system requisition.

The Human Resources Audit

1. The Human Resources audit review process may: (1) approve the department’s recommendation for job title and minimum pay, (2) approve the recommended title and recommend a different minimum pay, (3) approve a different title and minimum pay, or (4) recommend that no change be made.

2. Upon receiving the approved requisition, GOJA, justification memos, and organizational charts, Human Resources verifies that all required attachments have been received. The account manager or identified contact individual will be notified by Human Resources of any incomplete or missing information.

3. Once all required documentation is received, Human Resources notifies account manager of receipt and places the audit on the audit schedule. Audits are placed on the schedule in the date order of receipt of all required documentation. Audits are performed in the order that they appear on the schedule.

4. If the account manager has opted for Human Resources to complete the GOJA, Human Resources will start the completion process. The Human Resources-completed GOJA will be returned to the account manager for final approval. The account manager corrects, signs and returns the GOJA to Human Resources. Documentation cannot be considered complete until the GOJA is approved by the account manager and is received by Human Resources.

5. The Human Resources’ target date for completion of an audit is three (3) working weeks or less from the date **all** of the required documentation is received. Please note: the audit request is placed on the audit schedule after all of the documentation is received by Human Resources.

6. For new and duplicate positions, the account manager is still required to submit to Human Resources the GOJA, organization chart, etc., along with the request for job audit. However, the head of the division/department now has the option of providing a signed cover letter certifying that the position is a duplicate position within the department and the duties to be performed are consistent with those stated in the current GOJA on file in HR This cover letter will serve to trigger Human Resources to initiate an expedited desk audit which prioritizes the request and provides for quicker turn around.

Implement Audit Recommendations

The Human Resources notification of the audit result is sent to the account manager via e-mail message. The notification includes: the job title, pay range, pay grade, EEO Category and FLSA status.

1. Audit results are effective the first of the month following the month that the new position or reclassification audit is completed by Human Resources. For example, audit notification for a reclassification request approved on January 15th would be effective on February 1.

2. The account manager does not need to take any additional action if a position is reclassified. The reclassification result will be implemented automatically by Human Resources via SAP organizational management. If a pay increase is requested by the account manager in conjunction with a reclassification, the account manager will need to forward a PCR through approval channels to Human Resources upon receipt of the reclassification audit result. A pay increase for a reclassification is required only if the employee's salary would otherwise be below the pay plan minimum for the new title, however, a salary increase of 15% is recommended. No ULP increase is required until 2 years after the most recent personnel action.

3. If the audit is for a new position to be posted, Human Resources will review the job posting attached to the requisition for appropriate minimum qualifications and will contact the department if any changes are needed.

Appeal Audit Recommendations (If necessary)

Occasionally, the audit result recommended by Human Resources does not meet the account manager's expectations.

1. The account manager may appeal the audit result by submitting an appeal letter to the Vice President, Finance and Support Services through the divisional vice president. A copy of the appeal letter should be sent to Human Resources. The appeal should explain the reason for disagreement and justification for the account manager's desired result.

2. The Vice President, Finance and Support Services reviews the appeal and audit findings, meets with divisional vice president, account manager, and Human Resources staff as needed. The Vice President, Finance and Support Services will notify the divisional vice president in writing of the appeal results. The divisional vice president will notify the account manager of the audit appeal decision.