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**The
West Virginia Higher Education Policy Commission
and
Council for Community and Technical College Education
Division of Human Resources**

**Job Classification Plan
As Adopted by Concord University**

Job Classification Program

July, 1 2017

A. Overview

This document serves to outline policy, procedures, and responsibilities for the administration of job classifications at Commission and Council institutions.

Institutional human resource departments will be responsible for classifying all positions based on information contained in the master classification specifications and position/job descriptions developed for each position. Human resource departments should strive to apply consistent and objective criteria to the analysis of all positions, thus they should seek to cross-compare and verify job information from staff, supervisors and department heads.

The classification of all positions is based upon duties, responsibilities, required knowledge and skills, minimum requirements and reporting relationships inherent in a given position. Position classifications are assigned titles that are organized by job families. As the Job Classification Committee continues its work of job analysis and job family review, titles will eventually illustrate the job framework and opportunities for professional growth and development within the job family.

B. Position review and audit

1. Vacant or new position

When a new position is developed, or if substantial changes are made in an open (unfilled) position, the supervisor or department manager should complete a “**Job Evaluation**” and forward it to the institutional human resources department for review and appropriate classification. The position will be reviewed and a final classification determination will be made.

2. Filled position

Either an employee or supervisor may initiate a position review request for an existing (filled) position by submitting a request for review, in writing, to the institutional human resource department, if a job has changed substantially (meaning the core duties of the position have changed more than thirty percent) and in such a way that it may impact the classification of the position.

Job changes are not defined by incremental changes in job tasks, but rather determined by whether the job has changed with regards to the nature, scope, impact and complexity of the duties. Typically, additional duties assumed within the same level of nature, scope, impact and complexity do not warrant a reclassification. However, assuming additional duties within the same level of nature, scope, impact

and complexity may be rewarded within the framework provided in the “**Salary Administration Guidelines**”.

Sometimes institutional human resources may also initiate a job audit. The department manager should work with the incumbent employee to complete Job Evaluation and submit the information to the human resources department. The employee must have completed any probationary periods for the position for which the audit is being requested, and an audit may not be requested more often than once a year. A year is defined as a period beginning twelve months from the date of the last position review/audit determination. An exception may be made to this twelve-month rule if significant documentation can be provided, showing that the duties of the position have been substantially changed since the completion of the previous audit.

Job Audit

An institutional human resource representative will conduct an audit of the position, interviewing the employee and the immediate supervisor as necessary, and conferring with the department manager and any other persons deemed as necessary in order to collect sufficient information about the position. The representative will then compare all information collected about the position to the master classification specifications and render a classification determination.

Based on whether the nature of work, duties and responsibilities, required skills, or organizational level of a position have remained essentially constant, substantially decreased, or substantially increased, a position review and/or audit may result in no change in classification, reclassification to a lower-rated position, or reclassification to a higher-rated position.

Institutional human resources will determine the classification of a position based on the information provided within the Job Evaluation and/or information collected during the job audit and will inform the incumbent employee of the classification determination, in writing, within 45 days after the properly signed Job Evaluation is received.

3. Tips regarding job evaluation, job audit and classification

The goal of a classification plan is to ensure that all jobs are appropriately defined and compensated fairly and equably. The following tips may help you to reach that end:

- Master Classification Specifications are not the same as job descriptions; many employees may have the same classification and Job Description. All employees in the same job title should have the same job description. Assigned tasks may vary but the essential functions of the job should be

the same regardless. Individual task assignments may be an addendum to the Job Description and are subject to change by the supervisor as assigned.

- The focus of a job evaluation is on basic position function and key duties and responsibilities of the position, **not performance of those duties by the incumbent.**
- Only permanent duties are considered; not “temporary” duties.
- Work assigned temporarily or in the absence of another employee is not evaluated unless the duties become a permanent function of the position.
- The type of work performed, not the volume of work, is key.
- **Performance is irrelevant. It is the job being evaluated, not the person! Consequently, excellent performers are not to be rewarded with a classification review for a higher pay grade.**
- Position review and job evaluations should be based on current duties, not future expectations.
- The job being evaluated is compared to other jobs in the area, the department, similar classifications throughout the institution and the external labor market.

C. Action for position changes

If a position is reclassified by institutional human resources to a lower-rated position, the effective date for the new classification, and any pay rate change, will be made in accordance with the “Salary Administration Guidelines” for demotion.

If a position is reclassified by institutional human resources to a higher-rated position, reflecting an upgrade of the position, potential pay adjustments will be made in accordance with the “Salary Administration Guidelines” for promotion.

D. Classification appeals process

In the event that a classified employee disagrees with a classification decision made at the institutional level, he/she may appeal that decision in writing for review by the JCC (Job Classification Committee).

1. Time Limits

- a. The classified employee shall submit a completed “Classification Appeals Form” to the institutional human resource office within ten (10) working days from the date of receipt of the notice of the organizations original classification decision.
- b. The institutions human resources staff shall render a decision on the appeal within five (5) working days as to whether the original classification decision should be upheld.

- c. The classified employee shall have five (5) working days from the receipt of the notice upholding the original decision of the organization to appeal the action to the HEPC/CTCS Division of Human Resources for submission to the JCC.
 - d. The “Classification Appeals Form”, the original Job Evaluation, and all supporting documentation will then be forwarded by the Division of Human Resources to the JCC for consideration.
 - e. The JCC may review comparable positions within other organizations under both the Commission and Council’s purview as well as similar positions found in the external labor market.
 - f. The JCC shall notify the classified employee and the institution’s human resources office of its decision, in writing, within twenty (20) working days from the receipt of the appeal. The notification shall specify the effective date should there be any change in classification status.
- 2. Nothing in this plan shall limit or restrict an employee’s grievance rights under relevant West Virginia Code.**