

## Job Classification

### Reclassify Existing Administrative Position

1. A job reclassification review is to be initiated when job duties and responsibilities have either increased or decreased substantively.
2. Complete the Position Classification Questionnaire form.  
Vacant or filled positions: **the immediate manager/supervisor** or designee completes the PCQ, keeping in mind that the questions are about the requirements of the job and the responsibilities that are typically required of the job.  
**Supervisors should not release any information regarding title or pay changes to an employee before the classification process is completed and the recommendation has been formally approved.**
3. The Human Resources Facilitator (HRF) for each area will assist the immediate manager/supervisor or designee to obtain the appropriate signatures of the supervisor, department head/chair, dean or director and appropriate vice chancellor or provost **BEFORE** submitting to Human Resources.
4. Return **ALL** of the following to the Human Resources Compensation contact (campus mail AC 226):
  - A fully completed and signed PCQ
  - A copy of the previous job description or copy of current job duties, if available
  - The organizational chart for the department or unit that shows the subject position.
5. After receiving all documentation, the Human Resources compensation analyst may schedule a job audit with the incumbent to review the information provided on the questionnaire. The analyst may also meet with the supervisor to obtain additional information as necessary.
6. If approved, a Notification of Approval will be sent electronically and in hard copy format to the HRF and/or the supervisor. If the reclassification is not recommended, the Human Resources compensation contact will have additional communication with the HRF and others as deemed necessary.

7. The initiating manager/supervisor and or designee communicates the decision to the employee and works with the HRF to submit a completed Personnel Action Form (link to <http://www.umsystem.edu/media/fa/management/records/forms/human/um270.pdf>) to HR for processing changes to the employee record.