

3.05
STAFF JOB TITLES
CHAPTER 2
POLICY 3.05

Board of Trustees Approval:
Cabinet Approval: 7/17/07

I. PURPOSE

To provide guidelines and procedures for establishing and maintaining job titles.

II. POLICY

Staff job titles will be established in accordance with approved procedures to insure consistency with the organization level and types of responsibilities. This applies to all staff jobs in all administrative units.

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I. REFERENCES

Personnel Policy No. C2S05.02, "Job Evaluation"

II. PROCEDURES

A. Recommending/Approval Procedure. Job title recommendations are encouraged from the employing administrative unit. They should be sent to Human Resources, accompanied with a current organization chart and job description.

1. Human Resources will review and approve all title recommendations for consistency.
2. When a job evaluation is performed, the title will be reviewed by the Job Evaluation Committee (JEC) and then approved by the Human Resources Office.
3. Upon approval, the administrative unit sends a Personnel Action Form to Human Resources to change the employee's title.

B. Guidelines.

1. Not every level of organization is used by all administrative units. Therefore, not every title is used in every organization.
2. Staff titles should be used which are descriptive of the function performed, consistent for each level of organization, and reflect the responsibility of the position. Occasionally, special descriptive titles may be used which are recognized by the general public or professional organizations.
3. For assistance with staff job titles, contact Human Resources.

C. Organization Charts. Each administrative unit's organization chart is kept in Human Resources. It is the responsibility of each unit to keep a chart current and forwarded to Human Resources. Organization charts should be reviewed at least annually by individual administrative units and forwarded to Human Resources by December 31 of each year.