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JOB EVALUATION

CHAPTER 2

POLICY 5.02

Cabinet Approval: 07/17/07

Board of Trustees Approval: 05/11/83

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I. PURPOSE

Job evaluation will assign salaried, non-faculty, College positions to specific salary groups to help provide comparability, job satisfaction, and productivity. The objective of the process is to provide a better understanding of job standards, duties, and tasks by the supervisor and by the employee and help in the performance appraisal process.

II. POLICY

Job evaluation is a method to determine the value of full-time salaried, non-faculty jobs and to assign them to a specific salary group. Each salary group is based on the job content of similar jobs in the College. Each group has a minimum and a maximum salary that can be paid for that salary group.

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I. REFERENCE

- A. Supervisor's Hiring Handbook, "Job Evaluation Process"
- B. Personnel Policy No. C2S03.01, "Employee Performance Appraisal" (Non-Faculty)
- C. Personnel Policy No. C2S05.05, "Salary Administration" (Non-Instructional)
- D. Personnel Policy No. C2S03.06, "Employee Grievance Procedure" (Non-Faculty)

II. DEFINITIONS

- A. Job Evaluation. A systematic method of:
 - 1. Determining the responsibilities, duties, skills, and qualifications required to perform a job.
 - 2. Assigning a salary group and pay range. (Job evaluation relates to the duties and responsibilities of the job, not the performance of individuals occupying the job.)
- B. Position. A group of tasks and duties performed by one person.
- C. Job. Several persons occupying similar positions and doing similar work.
- D. Job Description. A collection of responsibilities, duties, and tasks for a job.
- E. Job Evaluation Committee. A committee appointed by the Assistant Vice President of Human Resources to evaluate and recommend job evaluations and titles.
- F. Staff Salary Appeals Committee. A Committee appointed by the President to review appeals for job evaluations.

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- G. Upgrade. A position which is assigned significant, added job responsibilities and duties which result in a higher salary group and new title.
- H. Downgrade. A position which has significant reduction in job responsibilities and duties which result in a lower salary group and new title.
- I. Salary Group. A collection of jobs with similar job evaluation ratings assigned to the same group. Each group has a designated salary range.
- J. Salary Range. The salary spread showing the minimum and maximum salary for each salary group.

III. PROCEDURES

- A. The Human Resources Office is responsible for the administration of the program. The Job Evaluation Committee performs job evaluations. The Human Resources Office coordinates evaluations and re-evaluations of each position every few years, and more often as needed. (Job information is collected for positions by job descriptions and sometimes by position questionnaires and occasionally by desk audits to help analyze the job and to help perform the evaluation)
- B. Once a jobs' salary group has been determined through job evaluation it is fixed. It may be adjusted up or down only through increasing or decreasing the job duties and responsibilities with approval of the appropriate vice president and by job evaluation.
- C. Each department supervisor is responsible for the administration of policies and procedures pertaining to job evaluation. This includes apprising the Human Resources Office of any inequities or potential inequities that relate to the evaluation of jobs within the department.

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- D. The College is not responsible for salary commitments that are not in keeping with the job evaluation program and salary administration program unless prior approval is received, in writing, from the Human Resources Office.
- E. Job responsibilities should not be altered for the primary purpose of raising or lowering the job evaluation rating, salary group or pay level of employees.
- F. A request for re-evaluation should be based on the premise that the position or job to be evaluated has grown or diminished and is improperly ranked relative to the other jobs at the College. The role and responsibilities of a job will not be changed without approval of the supervisor and the appropriate vice president. If the re-evaluation will change the salary group, the job changes must be approved by the appropriate vice president.
- G. Job evaluation is not designed to reward or to punish performance or to create comparability between College salary groups and pay levels of outside organizations.
- H. Current job descriptions are the primary responsibility of supervisors and are useful in several ways, including:
 - 1. The job evaluation process
 - 2. Recruiting applicants for vacant positions and in determining minimum qualifications to screen the candidates
 - 3. Training new employees
 - 4. Setting standards and
 - 5. In appraising employee performance

Job descriptions contain information about the minimum educational and/or training requirements necessary to perform jobs successfully and any other skill or experience requirements.

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- I. Evaluation of new positions or upgrade/downgrade.
 1. Job evaluation of a new position or a position which may result in upgrade/downgrade.
 - a. Job Evaluation of New Positions. When it is necessary to add a new, previously un-evaluated position, the supervisor will submit the new job description and request an evaluation from the Human Resources Office. The evaluation must be completed by the Job Evaluation Committee prior to recruiting for the new position.
 - b. Re-Evaluation and Job Upgrade/Downgrade of Positions. Supervisors are responsible to keep all positions under their supervision properly evaluated. When the duties and responsibilities of a position require substantial change, becoming either more or less demanding, and estimated 10-15%, a re-evaluation is in order.
 - (1) An employee should make a re-evaluation request to the immediate supervisor, or the supervisor may initiate it.
 - (2) If the supervisor concurs that the position needs re-evaluation, the supervisor will obtain a Job Re-evaluation Request Form from Human Resources.
 - (3) After completing and signing the form, the supervisor will submit the request to the appropriate vice president for approval or disapproval.
 - (4) If the request is approved by the vice president for possible reevaluation, the supervisor will forward it to the Budget Office for funding approval.

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- (5) The supervisor will then return the request to the vice president with a revised job description for approval or disagreement of changes in the job description or the vice president will request a re-evaluation by the committee.
- (6) If job changes are approved and/or job re-evaluation is requested by the vice president, the request is forwarded to the Human Resources Office with the approved, re-written job description.

2. Job Description

Supervisors are to provide a current job description with each evaluation or reevaluation request. The Human Resources Office will provide a form and written instructions and is available to help the supervisor develop the job description, as needed. It is advisable for the supervisor to obtain the incumbent's input in developing or revising a job description.

3. Job Evaluation

The Human Resources Office will collect job information from job descriptions and additional job information as necessary. The job description and job data for all non-faculty employee positions will be evaluated, and desk audits performed, as necessary, in the evaluation process. The job evaluation will be performed by the Job Evaluation Committee.

4. Approval

- a. New and Re-Evaluations. Upon completion of the evaluation or reevaluation of a position by the Job Evaluation Committee, the Human Resources Office will obtain Budget Office verification of available funds and approval of changes in the job description by the appropriate vice president. If the vice president does not

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concur with the changes or budget impact, based upon available funds, the job description and duties performed are to be revised by the supervisor to reflect additional or deleted duties and responsibilities. This may change the salary group of the job being evaluated. The final salary group determination will be made by the Job Evaluation Committee. The re-evaluation may result in an upgrade or downgrade where significant duties and responsibilities have been added or reduced. The salary group must be consistent with the job duties and responsibilities as approved by the vice president. The Human Resources Office is to advise the immediate supervisor of the decision, who is then to review it with the employee.

- b. No Evaluation Change. If the result of a re-evaluation is no change, a memorandum to that effect will be sent to the supervisor with the request to review the decision with the employee.
- c. Appeals. When an incumbent or a supervisor is not satisfied with a new job evaluation or a re-evaluation action, either party may request reconsideration to the Job Evaluation Committee following Job Evaluation Appeal Guidelines.

5. Implementation

Once the job has been evaluated and approved, the department forwards a Budget Transfer Request form to the Budget Office, if required. A Payroll/Personnel Action form must be submitted by the employing department to the Human Resources Office to finalize a change of title or job evaluation.