

How to Classify a New Position or Re-Classify an Existing Position

St. Norbert College has a process for “classifying” positions using a form called the “Classification Questionnaire”. This form is graded by Human Resources using a 10 factor grading system.

Purpose:

- To classify and assign a grade to newly created positions
- Position has not been evaluated recently (with last evaluation over 5 years ago)
- Primary duties of position have significantly changed

Scope:

These guidelines apply to salaried and hourly positions. Note: this form **is not** an approval of budget or approval of a new addition to staff. Budget approvals are received on position requisitions or personnel action forms.

General Guidelines:

Step 1 – Complete Classification Questionnaire (CQ)

The questionnaire has two sections, one completed by the incumbent and the other by the supervisor. For new positions, the supervisor would complete the first section only. For re-classifications, the incumbent would complete the first section and the supervisor the second section. The classification questionnaire form and a help document can be found in two places:

- Word – J:/HR/Public/Classification Questionnaires
- HR Website - http://www.snc.edu/hr/documents.html?d=/Compensation_Plan-x

The questionnaire is signed by the department’s President’s Cabinet member and forwarded to Human Resources.

Step 2 – HR Reviews and Classifies

The CQ is reviewed (using a 10 factor grade system) and graded separately by the Manager of Benefits, Compensation, & HRIS and the Director of Human Resources. They meet to discuss and arrive at a final grade for the position. Results are forwarded to the V.P. of Business and Finance for approval.

Step 3 – V.P. of Business and Finance Approval

V.P. of Business and Finance reviews and once approved, sends back to Human Resources.

Step 4 – Create Job Description

HR creates new job description from the classification questionnaire.

Step 5 – Memo Sent To Supervisor

HR sends a memo to the Supervisor with a copy of the classification results and the job description. In some re-classifications, positions may change grades. Supervisor should contact Human Resources to discuss further action that might be necessary.

Step 6 – Job Description Review and Approval

Supervisor reviews new job description, signs, and then sends back to Human Resources.

Step 7 – Final Step

Director of Human Resources signs job description. All information is filed in the position folder in Human Resources.