

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Human Resources Policy WS-1**  
**Classification of Non-Faculty Jobs**

**SUBJECT:** Classification of Non-Faculty Jobs

**PURPOSE:** To provide for the correct evaluation, description, classification, and compensation of non-faculty jobs.

**POLICY:** It is the policy of Sam Houston State University that all non-faculty, staff positions be evaluated, classified, and compensated to ensure equal pay for equal work. The staff job classification description is a generic document for identifying classification items such as the position class number, pay grade level, occupational/skill category, nature of work, primary responsibilities, education and experience requirements, and special skills and abilities. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

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**1. Responsibility and Authority**

- a. The Human Resources Department is responsible for developing, implementing, and administering the position classification program. It is vested with the authority to conduct position classification surveys, make job audits, prepare and revise job classification descriptions, evaluate jobs, and allocate positions to the appropriate classification. The criteria used to determine classification compensation and salary administration is reviewed by the Associate Vice President for Human Resources and Risk Management to assure Equal Employment Opportunity (EEO) compliance.
- b. Although the primary responsibility for administering the position classification program is vested with the Human Resources Department, it is also the responsibility of all levels of management and supervision to assist in its administration by recognizing the need for and initiating the necessary actions to accomplish:
  - (1) The establishment of new positions and job classification titles,
  - (2) the abolishment of unneeded positions and titles,
  - (3) the revision of outdated job classification descriptions, and
  - (4) the reclassification of existing positions because of significant or substantial changes in duties and/or responsibilities.
- c. The Associate Vice President for Human Resources and Risk Management, Divisional Vice President, or Department Head may initiate a job classification action.

**2. Need Assessment**

- a. A request for a new position or changes in an existing position must establish the need for the position and explain how the position will contribute toward the accomplishment of the University's strategic goals.

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- b. Requests for new positions are submitted as an action in the electronic Position Management system. The action should be routed electronically through administrative channels for initial review and acknowledgment prior to a classification analysis.
- c. The action, when submitted to the Associate Vice President for Human Resources and Risk Management for classification, must include Position Details, Staff Additions/Changes information, and the Job Analysis Questionnaire.

**3. Process To Determine A Job Classification Title/Grade**

- (a) When a need has been identified for a job classification action, an electronic request should be submitted through administrative channels for initial review and acknowledgment prior to a classification analysis to the Associate Vice President for Human Resources and Risk Management indicating the basis for the request. The Staff Additions/Changes electronic form is submitted with all online requests.
- (b) After reviewing the request, a representative of the Human Resources Department will contact the initiating department to determine the pertinent job classification facts. In most cases, the department will complete an electronic Job Analysis Questionnaire and prepare a new or revised, one-page staff job classification description. A desk audit may be required to determine the essential functions of the position and to assist with preparing the job description.
- (c) A representative of the Human Resources Department will then evaluate the information submitted.
- (d) Based upon the results of the job audit evaluation and upon approval by the Associate Vice President for Human Resources and Risk Management, the appropriate title, pay grade, and FLSA classification will be allocated.

**4. Job Classification Approval Procedures**

- a. The Divisional Vice President and Associate Vice President for Human Resources and Risk Management have the authority to approve all existing non-exempt and exempt Level 2 (positions that are not on the President's Organizational Chart) job classification actions.
- b. The President must approve all existing exempt Level 1 (positions on the President's Organizational Chart) job classification actions, and the creation of all new positions (with the exception of temporary staff positions) whether they are exempt or non-exempt.

**5. Job Reclassification**

- a. Job reclassification is applicable when the job changes, typically over time, such that the current pay grade and/or job description is no longer representative of the job requirements. Reclassification is not related to the person in the job or performance level of the employee.
- b. Job reclassification entails a formal study of the duties and responsibilities that comprise a position, taking into consideration the nature and level of work performed and the specifications required for an incumbent to perform the job completely. It is the responsibility of all levels of management and supervision to assist in its administration by recognizing the need for and initiating the necessary actions. A classification request can involve the creation of a new position or the reclassification of an existing position.
- c. Reclassification of existing positions are processed in accordance with the needs of the University on an as received basis with a maximum sixty (60) calendar day window to complete. In order for reclassifications and new positions to be processed, the required approved

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documentation is electronically submitted to Human Resources through the Position Management system:

- 1) Job Analysis Questionnaire
- 2) Staff Additions/Changes information
- 3) New or revised job description

Reclassification of existing positions is limited to no more than once every two years. With Vice President approval, exceptions will be considered during complete departmental reorganizations.

Additional information concerning job reclassification processes and procedures is available on the Human Resources website.

**6. Processing Approved Classification Actions**

- a. To process an approved classification action after a job evaluation has been conducted by Human Resources, the Divisional Vice President will require the originator of the action to process an Electronic Personnel Action Form reflecting any change in title and/or pay, or an announcement of job vacancy requisition form for a new position.
- b. If a salary increase is required after a reclassification to bring the incumbent's salary up to the new minimum pay grade level, any salary increase above the minimum will be considered a market adjustment, and should follow the procedures as described in Human Resources Policy WS-2, Staff Salary Administration.
- c. If a salary decrease is required to bring the incumbent's salary within the range of the new pay grade level, the incumbent's salary should be set at a rate within the new salary range as determined appropriate by the Department Head and Associate Vice President for Human Resources and Risk Management.

**7. Departmental Reorganizations**

- a. Departmental reorganizations may or may not necessitate a job classification audit.
- b. Normally, when incumbents within a department are changed to another job with the same pay grade, regardless of the department funding account, this is considered a lateral move and results in the incumbent maintaining the same rate of pay. Care should be taken to assure the incumbent meets the minimum qualifications when a different title is involved.
- c. When the reorganization requires a change in job classification to one with a different pay grade level or occupational category, a Job Analysis Questionnaire is completed and a job audit conducted to verify proper classification. If the reorganization results in changing an employee to a lower pay grade level, their salary should be set at a rate within the pay range of the new title as determined appropriate by the Department Head and Associate Vice President for Human Resources and Risk Management.
- d. It is the responsibility of the Department Head to coordinate and obtain approval of the Vice President and Associate Vice President for Human Resources and Risk Management for any departmental reorganization that will result in a change of pay or title for an employee.

**8. Staff Classification Strategy**

- a. The Human Resources Department continuously reviews and monitors the current titles and pay grades in the Compensation Plan. The Compensation Plan is available to all users on the University Human Resources website.

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- b. To determine the proper pay grade level, various factors are considered including current market supply and demand, inflation factors, pay for similar jobs within the University, comparative data from other institutions, and data from the Texas Position Classification Plan. The Associate Vice President for Human Resources and Risk Management may adjust the pay plan grades to maintain competitive pay scales within the appropriate labor market. Any necessary salary changes will be coordinated through the appropriate Department Head.
  
- c. As needed and upon request, reports identifying employees paid outside and at the top of their designated pay range may be provided as Human Resources monitors staff employee salaries. These reports can be used to help evaluate if a classification review should be conducted.

Reviewed by: David M. Hammonds, Associate VP for Human Resources & Risk Management-05/23/2013  
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