

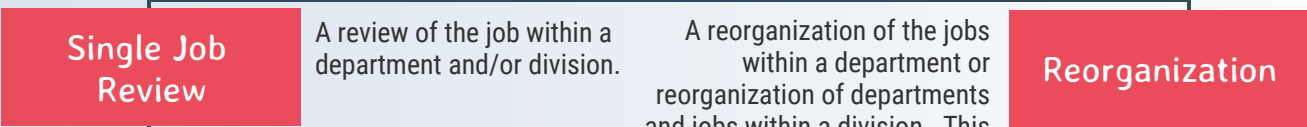
IDENTIFY

EVALUATION / ANALYSIS

ACTION

TRANSACTION

Identify Need for Change



A review of the job within a department and/or division.

A reorganization of the jobs within a department or reorganization of departments and jobs within a division. This may result in jobs being evaluated and/or analyzed.

Reorganization

Job Evaluation

Comparing a job to other jobs within the organization or market to determine the appropriate pay rate.

and/or

Job Analysis

Study of a job to determine which activities and responsibilities it includes, its relative importance to other jobs, the qualifications necessary for performance of the job and the conditions under which the work is performed.

Job Evaluation / Analysis Required Documents:

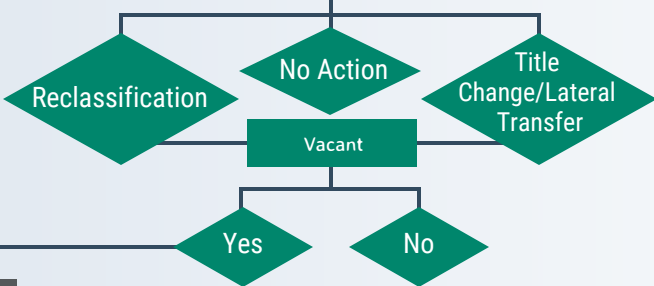
- Memo explaining, in detail, the basis for the request.
- Organizational charts (current/proposed)
- Proposed job description
- If Incumbent exists in a position of the job in question, add Job Analysis Questionnaire
- If Incumbent exists in a position of the job in question, add the incumbent(s) resume
- 1074.1/.6 (budget office requirement for ePRFs)

Reorganization Required Documents:

- Memo explaining, in detail, the basis for the request.
- Organizational charts (current/proposed)
- HR may request additional documentation which may include a Job Analysis Questionnaire, and a proposed job description.

Compensation Provides a Recommendation

A change in a position's grade level and/or job title based on a significant change in the duties and level of responsibility, as revealed in an audit, job evaluation and/or job analysis.



A change in duty assignment to another job within the same pay grade and pay range, normally with no change in pay.

Title Change/Lateral Transfer: Change to another job assigned to the same pay grade is considered to have received a title change or lateral reclassification as a result of a review.

Promotion: Reclass to a job having increased responsibilities or complexity of duties and in a higher pay grade.

Demotion: Reclass to a job having decreased responsibilities and complexity of duties, resulting in a lower job classification and pay grade.

