

# Job Classification

## Supervisor Frequently Asked Questions

### 1. How do I classify a position?

A *Job Description Form* is completed by a department to create a new position (initial classification) or to reclassify an existing position (reclassification). The *Job Description Form* is then submitted, through proper approval channels, to your Human Resources office.

### 2. Where do I find the Job Description Form?

The *Job Description Form* is located on the Human Resources website under "Forms". Instructions on how to complete the form are located on the first page of the form.

### 3. What if I don't know what the job title should be?

You may leave the proposed title section "blank" if you do not know what job title to use. The Human Resources Compensation staff will work with the supervisor in determining the appropriate classification title for the position.

### 4. Is a justification memo required?

Your division head may require a justification memo with classification requests. Please contact your division office for any special requirements.

### 5. How do I update or modify a Job Description?

A *Job Description Form* is also used to update or modify an existing position.

### 6. What happens when the Job Description Form is received in Human Resources?

The Human Resources Compensation staff review each *Job Description Form* to ensure proper classification. Further research may be required to include a job audit. Once a review is completed, the appropriate title, FLSA status (exempt or non-exempt), job category, minimum requirements, classification code and salary grade are determined and the department is notified.

### 7. How long will the review process take?

Classification of positions can vary, but are normally classified within ten working days of receipt with all appropriate approvals. This process may take longer if additional research is required.