

## ADMINISTRATION

### Job Classification and Reclassification

#### A. General

The Department of Human Resources is responsible for maintaining the classification system for all jobs in accordance with the essential knowledge, skills, and abilities necessary to perform the assignment. The classification and reclassification of any position is determined by the Superintendent and will be processed in accordance with the procedure outlined below.

#### B. Definitions

1. Job: An assignment composed of a set of duties and responsibilities authorized to be performed.
2. Job Title: ~~A job title i~~ identifies the job being performed, such as Bus Driver; Office Associate II; ~~or and~~ Assistant Principal, Elementary School.
3. Job Description: ~~A job description p~~ provides a general overview of the duties and responsibilities of a job including a listing of the essential tasks or functions; the knowledge, skills and abilities; the education and experience; the physical requirements; and any licensure and/or certifications required to perform the duties and responsibilities.
4. Job Category: ~~A job category r~~ refers to the classification of jobs as administrative, professional, classified, and instructional.
5. Job Questionnaire (JQ): ~~A job questionnaire is t~~ the evaluation instrument used to compare the duties and responsibilities contained in the job description of a job title with the duties and responsibilities actually performed and/or assigned to the job for the purposes of determining to determine the appropriate pay grade.
6. Job Audit: ~~A job audit may be~~ An evaluation that is conducted for the purposes of to verifying the duties and responsibilities as represented in a job questionnaire. A job audit may be done at the discretion of the Department of Human Resources, as a result of at the request of a ~~d~~Department Chiefhead or to develop and/or modify a job description.
7. Job Classification: ~~A job reclassification is t~~ the process of grouping jobs on a pay grade based on the complexity, skills, training, and the authorized duties and responsibilities necessary to perform the job.

8. Job Reclassification: ~~TA job classification is the~~ the reassignment of an entire job from one pay grade to another due to a significant change in the duties and responsibilities of the job or as the result of a compensation study.
9. Position: Each job has a designated number of positions occupied by individual employees. One or many positions may exist for each job.
10. Position Reclassification: ~~TA position reclassification is the~~ the reassignment of an individual employee from one pay grade to another due to a significant change in the duties and responsibilities of the position or as the result of a compensation study. job title to another job title.
11. Pay Grades: ~~D~~Pay grades define the level of compensation and pay range paid for jobs on a pay scale.
12. Pay Range: ~~RA pay range~~ refers to the minimum and maximum values paid for all jobs assigned to a specific pay grade.

#### C. Request for Classification of a New Job and/or Title

The creation of new jobs and titles within the School Division requires a recommendation by the Superintendent to the School Board for approval. All requests for the creation of a new job and/or title must first be submitted to the appropriate ~~D~~department Chiefhead for review. If recommended for review, the Chief~~The department head~~ submits approved requests to the Chief Human Resources Officer with a memo that includes a rationale for the request, a draft job description, and a job questionnaire ~~that justifies the request~~. The ~~Chief Human Resources Officer~~Coordinator of Classification and Compensation will review the documents and make a recommendation to the Chief Human Resources Officer for submission to the Superintendent for budget consideration, if warranted.

#### D. Job Reclassifications

Job reclassifications typically occur as a result of a compensation study or may be initiated by the Superintendent, ~~or~~ the Department of Human Resources, or at the request of a Department Chief. A job may be reclassified to a higher or lower pay grade based upon level of responsibility compared to other jobs within and outside the organization, and/or based upon market pay practices.

#### E. Position Reclassifications

Position reclassifications occur when an individual employee's job duties have changed significantly from those included in the job description and are beyond the scope and responsibility of the position.

Based on the changes in duties, the position could be downgraded, upgraded, or determined to be properly classified. The employee's performance, seniority, and/or increase in workload are not considered to be grounds for reclassification. To be eligible

for a review, the employee must have successfully occupied the position for a minimum of twelve (12) months.

All requests to reclassify a vacant position to an existing or new job title must follow the same guidelines in Section C and adhere to the timeline for submission in Section F-1~~be submitted in memo format to the Department of Human Resources.~~ The Superintendent shall have the authority to upgrade or downgrade a vacant position to an existing job title.

## F. Reclassification Process

The following process will be used for job and position reclassifications:

### 1. Submission Timeframe

The window for submission of reclassification requests is ~~September~~August 1 through ~~October~~September 3130 of each calendar year. Reclassification requests initiated by the Superintendent may occur at any time.

At the direction of the Chief Human Resources Officer, the ~~Human Resources Specialist~~Coordinator of Classification and Compensation ~~responsible for classification and compensation~~ shall make available to the ~~Department~~ Chiefhead or designee a Job Questionnaire and instructions for its completion.

During a comprehensive compensation study, reclassification requests will not be processed.

### 2. Responsibilities

- a. The ~~Department~~ Chiefhead is responsible for ensuring the validity of any requests for reclassification in their functional area(s).

If the ~~Chiefdepartment head~~ does not recommend approval of the request, ~~he/she~~they will notify the supervisor.

If the ~~department head~~Chief supports the request, ~~they~~ he/she must submit the following information to the Department of Human Resources no later than September 30~~October 31~~:

- 1) A Job Questionnaire and memo supporting the need for the review; and

2) A draft copy of the job description which clearly reflects the significant change/growth in the job or position.

b. Department of Human Resources

The Chief Human Resources Officer or designee shall ensure applications received by the due date for reclassifications are processed promptly. Evaluation of such applicants shall include a review of the completed Job ~~Questionnaire~~ Questionnaire and may include job audit interviews with employees, supervisors, ~~division~~ and ~~Department~~ Chiefs-heads conducted by the Coordinator of Human Resources Specialist for ~~C~~classification and ~~C~~compensation. The Chief Human Resources Officer, as part of the evaluation of the request, shall consider internal equity and, the organizational and/or operational effect of the reclassification on School Division operations. Based upon this evaluation, a report shall be prepared for review and final determination by the Superintendent.

3. Notification Process

a. Reclassification requests that do not require School Board approval will be reviewed by the Superintendent and notification of the approval or denial of the request will be forwarded to the appropriate ~~D~~department Chiefhead.

b. Reclassification requests that require approval by the School Board and are supported by the Superintendent will be submitted to the School Board as a part of the Superintendent's *Estimate of Needs*. These requests may ~~include, but~~ include but are not limited to new job titles and movement from one job category to another. The Department of Human Resources will notify the ~~D~~department Chiefhead of the final disposition of the School Board within two (2) weeks after the City Council has approved the School Board's budget.

c. If a reclassification request is not approved, the Chief must wait a minimum of twenty-four (24) months from the time of the first submission to resubmit the request.

4. Salary Implications

When a job or position is reclassified, the incumbent's salary on the new pay grade will be determined based on the employee's job-related creditable years of experience as determined by the Department of Human Resources and shall be no less than the entry pay rate, at the minimum, and no higher than the maximum pay rate of the new grade.

~~The actual determination of an increase will take into consideration relevant factors such as job related, credible years of experience and internal equity.~~

#### 5. Reclassification During a Comprehensive Compensation Study

During the review and implementation of a comprehensive compensation study, reclassification requests will not be processed. If the decision is made to reclassify~~When an entire job or position is reclassified,~~ a salary increase may be provided concurrent with the implementation ~~of a comprehensive compensation of the study or job audit.~~ Placement on the new grade will be based on the employee's creditable years of experience as determined by the Department of Human Resources.

Internal equity, budget considerations and other factors may limit, delay or prevent the approval of ~~a salary~~ adjustments/increase.

#### 5-6. Effective Date

Pay adjustments ~~that are needed~~ as a result of reclassification will be effective at the beginning of the next contract period/school year (July 1). ~~This pay adjustment will be made before an across the board cost-of-living adjustment is processed in those years where the School Board has provided such an adjustment.~~

Approved by Superintendent: February 19, 1998

Revised by Superintendent: June 21, 2006

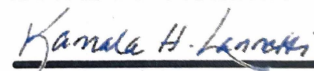
Scrivener's Amendments: August 12, 2013

Revised by Superintendent: December 9, 2013

Revised by the Superintendent:



APPROVED AS TO  
LEGAL SUFFICIENCY



12/19/2023