

## CHANGE IN CLASSIFICATION ASSIGNMENT PROCESS

### Regular and Grant Funded Positions

1. Hiring Authority (HA) determines need for a change in the classification assignment for a position.
2. Hiring Authority updates existing Classification Specification to reflect changes in:
  - a. duties/responsibilities of the position, and
  - b. knowledge and skill levels required to perform duties upon entry into the position
3. Hiring Authority attempts to grade the classification based on benchmarking the overall function/role of the position and the level of responsibility and qualification requirements to other classifications within that employee group. The HA may research the classification assignment of comparable positions to assist in the matching process utilizing the Human Resources Classification Specification website at URL: <http://insight.emich.edu/staff/jobspecs/find.cfm> The HA will also review the EMU Salary Administration Guidelines and determine a recommended new salary. The HA is encouraged to seek guidance from their divisional Human Resources Consultant.
4. To secure support and approval for the classification and related salary change the HA completes a Position Control Action-Staff (PCA) form (available with current data pre-printed by contacting their assigned HR Consultant at 7-3430), and attaches an organization chart for the department, the updated Classification Specification (with an estimated % of overall effort noted for each major duty) and cover memo summarizing the background and rationale for the change.
5. The completed PCA form and supporting documents are routed to the Divisional Vice President for approval.
6. If in agreement with the request, the Divisional Vice President consults with their divisional budget officer, as necessary to determine that available funding resources are available, signs the PCA and routes to Human Resources-Compensation Programs at 140 McKenny. **If the position is grant funded the PCA must also be approved and signed by Grant Accounting prior to forwarding to Human Resources-Compensation Programs.**
7. HR-Compensation Programs receives PCA form and supporting documents. Materials are logged in and assigned to a divisional Human Resources Consultant
8. The Human Resources Consultant will review request by contacting HA to discuss request, research market data and internal classification and salary comparisons and make any agreed upon changes to the Classification Specification and/or salary recommendation and coordinate final approval by Director Compensation, Employment and HRIS.
9. The Human Resources Consultant will then advise the HA of the completed process and final outcome, complete a PAF document to implement the change on the employee's personnel/payroll record and coordinate distribution of copies of the signed PCA and revised classification specification to appropriate individuals (University Budget Office, requesting HA, divisional VP, Sr. Secretary-Compensation Programs, position review file). The Sr. Secretary-Compensation Programs will update the Banner Position Class file and Classification Specification web site. The University Budget Office will update the Banner Position Control files.
10. The HA informs the employee of the new classification, title change, if applicable and new salary and provides him/her with a copy of the revised Classification Specification.