

NEW POSITION CLASSIFICATION ASSIGNMENT & APPROVAL PROCESS

Regular or Grant Funded Positions

1. Hiring Authority (HA) determines need for a new position.
2. HA develops rationale for need, general description of duties and possible alternatives for funding.
3. Hiring Authority attempts to match duties with an existing Classification Specification. If determined that a new classification is warranted HA creates a draft Classification Specification to reflect:
 - a. duties/responsibilities of the position, and
 - b. knowledge and skill levels required to perform duties upon entry into the position.
4. 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 is encouraged to research the classification assignment of comparable positions to assist in the matching process utilizing the Human Resources Classification Specification website at URL: <http://ict.emich.edu/service/classspecs/>. The HA also reviews the EMU Salary Administration Guidelines, broadband salary range and available market data to determine a recommended budgeted salary. The HA is encouraged to seek guidance from the divisional Human Resources Consultant (HRC) in performing these tasks.
5. To secure support and approval for the new position and classification and salary budget the HA completes a Position Control Action-Staff (PCA) form (available by contacting their assigned HR Consultant), and attaches an organization chart for the department, the draft Classification Specification and cover memo summarizing the background and rationale for the new position. **If the position is to be supported by grant funds the board-approved budget must also be attached.**
6. The completed PCA form and supporting documents are routed to the Divisional Vice President. If in agreement with the request, the Divisional Vice President consults with the divisional budget officer, as necessary, to determine final funding source(s) for the new position. The Vice President makes a determination to include in the annual budget planning process or to implement immediately with reallocation of divisional budget and/or revenue resources or grant funds, as applicable. Upon resolution of funding issues (after approval of fiscal year budget if deferred to annual budget planning process), the Vice President signs and forwards the PCA form and supporting documents to the University Budget Office.
7. The University Budget Office reviews, confirms available funding (**coordinates approval of grant accounting if a grant funded position**), assigns and records on the PCA a position control # for the new position, signs PCA at Budget Office approval line and forwards to Human Resources-Compensation Programs.
8. HR-Compensation Programs receives PCA form and supporting document and logs request; materials are assigned to divisional HRC.
9. The HRC reviews the request and discusses with HA such matters as market data research and internal classification and salary comparisons, makes any agreed upon changes to the Classification Specification and/or salary recommendation and coordinates final approval by the Director Compensation, Employment & HRIS. If it is a new position not already authorized through the annual budget planning process and reflected in Banner as an authorized position, the HRC also coordinates approval of the position with the Associate Vice President Human Resources.
10. The HRC advises the HA of the completed process and final outcome, distributes copies of the signed PCA and classification specification to appropriate individuals (University Budget Office, requesting HA, divisional VP, Admin Asst-Compensation Programs, position review file) and instructs the HA further on how to proceed with the employment/recruitment process to fill a vacant position. The Admin Asst-Compensation Programs updates the Banner Position Class file (NTRPCLS) and Classification Specification web site. The University Budget Office updates the Banner Position Control files and retains the original signed PCA form documentation.