

POLICY 001

CLASSIFICATION POLICY

1.0 Policy

All requests for the establishment of new positions or reclassifications of current positions are to be reviewed by the Personnel Officer for proper classification following the established procedure.

2.0 Purpose

The establishment of new positions occurs when the department or division identifies a need and the Board of Regents approves the position. Changes of duties and responsibilities occur with departmental reorganization, or as an employee becomes more experienced and takes on additional higher level, permanent assignments. Reclassification requests are not to be used for rewarding an employee for their hard work. Therefore, there is a need to specify responsibilities and procedures for classifying new positions and reclassifying current positions.

3.0 Application

This policy applies to all non-instructional positions.

4.0 Responsibilities

The President has the overall authority for implementing the Personnel Classification System.

The Personnel Officer implements and monitors the classification system. The office reviews new positions as well as jobs that have changed significantly for correct classification and provides information on how to write job descriptions.

The supervisor determines the duties and responsibilities of positions in their department and creates an accurate job description to help properly classify each position for purposes of recruiting, training and evaluating.

The employee works with the supervisor in establishing the revised job description.

5.0 Procedure

a. The Job Description

For the creation of a new position the supervisor is to develop the job description. When the supervisor determines that there has been a substantial change in duties and responsibilities in a particular position, the employee or supervisor is to complete the job

description. If the employee completes the job description, the supervisor, who is responsible for determining the duties and responsibilities of the position, must validate it. The supervisor and department head must sign the job description before the supervisor submits the revised job description and supporting documents.

i. How to write a job description

A job description must be clear, concise, complete and accurate. It must be organized to describe all the major duties and responsibilities. The employee and/or supervisor will complete the Job Description form (see attachment A). The following information shall be reported on the form:

- 1) The purpose of the position.
- 2) Major duties (at least 10% of the time over a specific time period: annually, monthly or weekly). Use action verbs to describe duties (i.e. type, copy) avoid vague terms such as handle, assist etc.
- 3) Definition of the authority or responsibility to make decisions.
- 4) Description of the impact of the decisions made by the employee.
- 5) Description of supervisory responsibilities.
- 6) Description of assignments received (from whom and in what form) and what kinds of directions are given. Description of work done independently and work to be reviewed by the supervisor.

b. Supervisors Check List for Reclassification

The immediate supervisor or department head is to submit a supervisor's checklist (see attachment B) along with the job description. This form allows the supervisor to report significant changes to the position. This information is important for the reviewer to make a determination for reclassification. If the supervisor has a copy of the previous job description they should attach it to the new job description.

c. Organization Chart

The supervisor or department head shall submit an organization chart to reflect the department's structure and the position's relationship in the current organization. A formal organization chart is not required.

d. Cover Letter

The supervisor shall submit a cover letter indicating the request and referring to all the attached documents for easy reference.

e. Approval Process

Once the Personnel Office receives the request the Personnel Officer will review the documents and make a determination. The Personnel Officer will communicate to the supervisor the findings and then submit the recommendation to the President.

f. Effective Date

The effective date for an approved reclassification request is one month following receipt of the **completed** request in the Personnel Office. Employees reclassified are exempt from the probationary period.

g. Source

University of California, Berkly Campus

COLLEGE OF MICRONESIA-FSM

JOB DESCRIPTION

APPROVED TITLE	PAY LEVEL	EFFECTIVE DATE	INITIALS	DATE
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NAME		FSM SOCIAL SECURITY NO.	
DEPARTMENT		CAMPUS	
CURRENT CLASSIFICATION TITLE			PAY L/S
WORKING TITLE, IF DIFFERENT			
SUPERVISOR'S NAME		SUPERVISOR'S CLASSIFICATION TITLE	
DEPARTMENT HEAD'S NAME, IF DIFFERENT		DEPARTMENT HEAD'S TITLE	
NUMBER SUPERVISED	CLASSIFICATION TITLES OF THOSE SUPERVISED		

STATEMENT OF DUTIES: Describe your regular and most important duties first. Estimate the amount of your work time spent on each major duty; use percentages, number of hours per day, or a similar breakdown.

% OF TIME	DUTIES

% OF TIME	DUTIES
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1. Define the authority or responsibility in making decisions.
2. Describe supervisory responsibilities.
3. Describe from whom and in what form are assignments received and what kinds of directions are given.

CERTIFICATION OF EMPLOYEE: I certify that the foregoing information is correct and complete and describes my job as I understand it.

Employee's Signature _____ Date _____

CERTIFICATION OF IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD: I have reviewed the above statements and certify to their accuracy with the exceptions as noted.

Supervisor's signature _____ Date _____

Department Head's signature _____ Date _____

COLLEGE OF MICRONESIA-FSM

SUPERVISOR'S CHECKLIST FOR RECLASSIFICATION REQUESTS

Instructions: Please complete this checklist and forward it with the revised Job Description and a current organization chart. This information will help expedite the review process.

Department: _____

Employee Name: _____

Current Title: _____

Employee Category: Classified Professional Faculty-12
 Management _____

Supervisor's Name/Title: _____

Department Head's Name/Title: _____

1. This reclassification request is based upon changes in the position as a result of:

_____ A reorganization (describe)

_____ Transfer or redelegation of duties from another position(s). Summarize and attach a revised Job Description for the position(s) affected by the transfer or redelegation of duties.

_____ New duties not previously performed according to former job description (describe)

2. Significant changes in the job incorporate changes in one or more of the following areas:

_____ a) Supervisory responsibility

_____ b) Knowledge and skills required to perform the job

_____ c) Scope of assignments/responsibilities

_____ d) Complexity of problems or assignments

_____ e) Autonomy and decision-making

Please describe briefly any of the areas checked in #2 above.

3. If you want to recommend a specific classification for this position, include this information here:

4. Please ensure that the attached Job Description has been signed by the following:

_____ Employee

_____ Supervisor

_____ Department head

_____ Job Description attached

Completed by: _____ Date: _____