



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Individual Position Review
<i>AP Number:</i>	AP 1.25.04
<i>Adoption Date:</i>	11/5/09
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	12/6/18, 5/8/24
<i>Revision Date(s):</i>	12/6/18, 5/8/24
<i>Sponsoring Unit/Department:</i>	Human Resources
<i>Policy Title(s) & No(s).:</i>	Personnel Governance and Policies for College Employees, BP 1.25
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

The purpose of the Individual Position Review is to provide a consistent process to analyze the impact of changes in the job responsibilities upon an individual position. The need for an Individual Position Review will usually be based on pre-approved organizational changes in a work unit. An Individual Position Review may also be needed due to permanent changes in the work product and/or scope of complexity, and associated responsibilities and skills required for the position and may affect one individual or more.

Each supervisor is responsible for ensuring staff is worked within the parameters of the assigned budgeted job description.

SECTION 1: Definitions

Job Family

A job family includes jobs that involve work of the same nature but require different skill and responsibility levels.

Reclassification

It is the official change of a job from one job description to another job description due to a significant stable change in the duties, complexity, and responsibilities of the job.

SECTION 2: Process and Procedures

Individual position review occurs as a result of a request from a supervisor, or an employee through a supervisor, when one or both parties feel that the job has significantly changed and the review is warranted, and can be part of an approved work unit reorganization. Individual position reviews must be approved by the executive administrator of the area before the position study is undertaken by the Compensation team in Human Resources.

Supervisors are responsible for utilizing established practices, described in the Employee Handbook that explain temporary out of class assignments in a higher job level, acting assignments and lead assignments, to address any need to work an employee in a job description that is in a higher salary grade.

Position Study

1. An employee working with their supervisor submits an Individual Position Review form. The immediate supervisor reviews the documentation; completes the supervisor's portion of the request and forwards the completed form to their Administrator for signature.
2. The Administrator will review the request for the review, add any comments, sign the form for submission to the Compensation unit in Human Resources.
3. Human Resources will contact the employee and his/her supervisor to arrange a meeting to discuss duties and responsibilities of the position and determine a timeline for the review.
4. Human Resources will notify the employee and their supervisor in writing of the results of the position review. The position review can result in:
 - a) A determination that the position is correctly classified (no change in title/job description or salary range), or
 - b) A change in title/job description only with no change in salary range, or

- c) A change in title/job description change and placement in a higher salary range, or
 - d) A change in title/job description change and placement in a lower salary range.
 - e) A Recommendation that employee be placed in temporary higher level out-of-class pay; and a new higher level position established and posted for open competitive selection.
5. Human Resources will submit a Personnel Action Request (ePAR) if the position review results in a job title or salary change.
 6. Changes resulting from a reorganization or restructuring study shall be effective on the date of the approved reorganization.
 7. Changes resulting from an individual employee or supervisor request will be effective in the pay period that the form was signed. Supervisors are expected to submit the Individual Position Review form as soon as possible after duties outside current classification are assigned. Both employees and Supervisors are encouraged to be aware of job duties and initiate the process if appropriate. Changes resulting from an individual employee or supervisor request will be effective in the pay period that the form was signed by the employee or to the first hour of the assignment, if applicable. Compensation will only be paid retroactively for up to three months from the date of the form submission. Employees are encouraged to speak with a Human Resources representative if they have concerns.

SECTION 3: Outcomes

The College's position description structure provides an objective, structured and consistent method for arriving at position classification and compensation decisions.