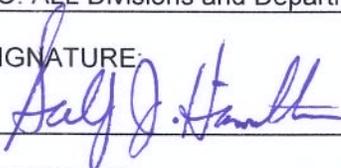


Chief Administrative Office	Date of Issue	Expiration Date	No.
POLICY MEMORANDUM	June 19, 2015	N/A	17
TO: ALL Divisions and Departments		Subject:	
SIGNATURE: 		Standard Operating Procedures for Position Studies	
COMMENTS:			

PURPOSE:

To establish policies and procedures for position studies.

GENERAL:

Management is responsible for structuring the duties and responsibilities assigned to positions and providing staff with a current job description. Staff should consult with their supervisor if they have questions about their duties and responsibilities or job description. When management determines there is a need to significantly change duties and responsibilities or make another type of change to a position, management (typically the Division Director through the Department Commissioner) should submit a completed Job Analysis Questionnaire (JAQ), with supporting documentation, to Human Resources for review, following management's review and approval process.

Once Human Resources has received complete documentation, the position review process begins. This documentation includes a fully-routed memo, complete JAQ, and organizational chart (if applicable). Generally, the position review will be processed in the order in which complete information is received. New and vacant position reviews are given priority in order to expedite the hiring process.

PROCEDURE:

New Position Request (NEW)

Use when creating a new position.

1. Complete Job Analysis Questionnaire (JAQ).
2. Print a copy of the JAQ document and attain required signatures of the immediate supervisor and next-level manager. Send the signed paper copy to Human Resources.
3. Forward the electronic document of the JAQ to Human Resources. Attach a departmental organizational chart, including titles and incumbents' names for each staff position.
4. When the position review is complete, the requesting department/division will be notified by written correspondence. Those

in the routing chain are to notify others in their department, as needed, of the new position number and classification.

Position Classification Review Request (PRV)

Use when for at least six (6) months, the duties assigned to a position (vacant or occupied) have significantly changed and the position is being submitted to HR for a review of the position's classification and/or pay grade. Also use when for at least six (6) months, the duties of a position continues to support the current pay grade but has changed and may better fit a different classification.

1. Complete Job Analysis Questionnaire (JAQ).
2. Print a copy of the JAQ document and attain required signatures of the immediate supervisor and next-level manager. Send the signed paper copy to Human Resources.
3. Forward the electronic copy of the JAQ to Human Resources. Attach a departmental organizational chart, including titles and incumbents' names for each staff position.
4. When the position review is complete, the requesting department/division will be notified by written correspondence.

Notes:

- *If the review results in a reclassification or reallocation, the effective date of the change is the beginning of the pay period following Council approval.*
 - *If the review does not result in a reclassification or reallocation, the submitted JAQ will be saved as an update and the results will be communicated to the requesting department/division.*
 - *Those who are in the routing chain or who receive the communication are responsible for notifying others in their department.*
5. The immediate supervisor or next-level manager is responsible for communicating the results to the incumbent.

Update Request (UPD) Instructions

Use when requesting an update to a position (vacant or occupied) where the position remains appropriately classified, e.g., changes to title, reports to, and duties and responsibilities.

1. Complete Job Analysis Questionnaire (JAQ).
2. Print a copy of the JAQ document and attain required signatures of the immediate supervisor and next-level manager. Send the signed paper copy to Human Resources.
3. Forward the electronic copy of the JAQ to Human Resources. Attach a departmental organizational chart, including titles and incumbents' names for each staff position.
4. The JAQ will be reviewed and saved as an update and the results will be communicated to the requesting department/division. Those who are in the routing chain or who receive the communication are responsible for notifying others in their department.
5. The immediate supervisor or next-level manager is responsible for communicating the changes to the incumbent.

ADMINISTRATIVE REVIEW PROCESS:

If the department/division finds the results unacceptable they may request an administrative review in the form of a memo to the Human Resources Director. The reason(s) for the request must be clearly stated and must be factual (i.e. specifying job duties/functions misstated, overlooked, percent of time adjustment, or other statements of that nature). The request must be approved by each management level up to and including the Commissioner.

A comprehensive review will be conducted by the Division of Human Resources and signed-off by the Human Resources Director. The following procedure will then take place in order for the review to become final:

1. HR's findings and decision will be presented to the applicable Director and Commissioner.
2. If all agree, the decision becomes final.
3. If there is a disagreement, the issue will be referred to a consultant for review and opinion. Any cost associated with the consultants' review will be the responsibility of the division that submitted the appeal.
4. The opinion of the consultants shall become final unless there is continued objection by the HR Director, Division Director, or applicable Commissioner any of which can request a review by the Chief Administrative Officer.
5. The decision of the Chief Administrative Officer is final.