



University System - Compensation

Position Reclassification Guidelines for Staff Jobs

Purpose and Scope

The purpose of this guide is to provide general direction for campus HR office colleagues regarding position reclassification within the University of Missouri System. This guide is not intended to address all situations or circumstances, and should not be considered the sole source of advice. If you have questions about a specific situation, please contact UMSYS-COMP prior to submitting the request.

General Information

Over time, changes in position responsibilities can occur for a variety of reasons, which may ultimately affect the level and classification of the work. Normally such changes take place gradually over time as the position naturally grows in duties and responsibilities. Accordingly, unless there is a documented exception (e.g. reorganization) which has been discussed with UMSYS-COMP prior to submitting the request, classification reviews will typically be processed only if it has been more than 6 months since the last classification review of the position and/or incumbent. In order to process classification reviews in the most consistent, accurate, expedient and efficient way possible it is very important that requests for position classification review include full details about all related changes that are occurring in the organizational unit. If more than one position in the organizational unit has changed, this must be fully explained in the reclassification request, and PCQs for all affected positions should be submitted together along with a summary which provides a clear overview including background and reason for the action, before and after organizational charts, and any additional supporting documentation. Note that when multiple related PCQs are received, they will be evaluated in order from the highest-level in the structure down to the lowest.

Position Reclassification Requests with Incumbent

Roles & Responsibilities

A request to evaluate the classification of an occupied position is actually a request to evaluate *both* the *position* and the *incumbent*. In such cases, the roles and responsibilities are as follows:

UMSYS Compensation Team: recommendations will address reclassification of the position only.

Campus office HR colleagues: responsible for determining the appropriate course of action regarding the incumbent once recommendations about the position are received. Consideration should be given to the following:

- *Was the incumbent performing the new duties six (6) months prior to initiating the review?*
- *Does the incumbent meet the minimum qualifications of the recommended classification?*
- *Is the incumbent in a benefit-eligible position? (Employment changes from non-benefit eligible status to benefit eligible status may not occur by means of position reclassification.)*
- *Was the incumbent performing work of the same or similar nature as the recommended classification? (A material change in the nature of work may indicate an entirely new position versus one that has changed gradually over time due to natural growth in job duties and responsibilities.)*
- *Will the position the incumbent currently holds be refilled if the reclassification occurs?*



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Changes in the Nature and Level of Work

A reclassification review for an occupied position is indicated when an incumbent is performing duties and responsibilities of a similar *nature*, but at a different *level* over a period of time (typically 6 months or longer). See appendix for detailed examples.

- *An incumbent typically should not change levels by more than 2 grades through reclassification*
- *A significant change in the nature of work should not take place via reclassification of an incumbent*

A change in the *level* and/or *nature* of work of this magnitude indicates an entirely new job versus one that has gradually changed over time due to natural job growth corresponding with assumption of additional duties and responsibilities. Generally, a reclassification request for an occupied position which involves a material change in the *nature* of work and/or a change in *level* by more than 2 grades will be processed as a new position.

Because of potential for wider impacts and to ensure that all parties are made aware of those impacts, additional scrutiny should be given to reclassification requests which involve:

- *Movement from an individual contributor role to a management role*
- *Movement from a non-exempt role to an exempt role*

Factors Not Related to Position Classification

The following are not valid reasons for requesting a position classification review:

- *An increase in work volume alone is not considered the basis for reclassification. To support a reclassification request, there must be a demonstrated change in the level of work.*
- *Incumbent-based reasons (e.g. job performance; length of service and/or time in the position; education beyond the minimum required education of the classification; knowledge, skills and/or abilities (KSAs); counter-offers; retention incentive). However, these factors could possibly indicate that salary should be reviewed and adjusted if indicated.*
- *Short-term duties such as temporary assignments or one-off tasks or projects that are performed in addition to the incumbent's regular duties.*
- *An increase in travel requirements. Increased travel is not a reason for a classification review, and also is not a factor for FLSA exemption.*

Factors Related to Position Classification

Significant changes in the *nature* of the work and/or the *level* of work may indicate the need for classification review. Ensure that the documentation supports the request, and that the work described fits within the overall scope of the organizational unit. Reclassification requests for filled position should include a detailed explanation of what occurred that precipitated the change in job responsibilities (e.g. reorganization or new mandates). If more than one position is affected, package all PCQs together along with a detailed classification request that provides clear background information.



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Differentiating Nature of Work

The following is provided as general guidance regarding jobs in our GGS staff structure that are considered more similar in nature of work versus those that have a more unique nature of work. **This is for illustrative purposes only; each request will be evaluated based on the information submitted.**

- *Depending on specific duties, jobs within the job family groupings in the left column of the table below are typically more similar in nature of work. Accordingly, requests for reclassification of occupied positions among these job titles will more likely be found to correspond with the natural growth in duties and responsibilities over time.*
- *Jobs within the job families in the right column of the table below are more specialized and/or unique in terms of the nature of work. Therefore, movement between these job families would be less likely to correspond with the natural growth in position duties and responsibilities over time.*

Example: request to reclassify an occupied position from 4520-Recreation/Athletic Specialist (grade 6, non-exempt, in the Athletic job family) to 4252-Finance and Accounting Specialist (grade 7, non-exempt, in the Finance & Business job family). Even though this is only a one grade change in level, the nature of work is significantly different.

Job Family Groupings With More Similar Nature of Work	Job Family Groupings With More Specialized, Unique Nature of Work
<ul style="list-style-type: none"> ▪ BSS-Business Support Services ▪ OA-Office & Administrative ▪ PPA-Program & Project Administration ▪ SS-Student Support 	<ul style="list-style-type: none"> ▪ AD-Advancement ▪ AL-Athletics ▪ EX-Executive ▪ FN-Finance ▪ HS-Health Services ▪ HR-Human Resources ▪ ISM-Information, Science & Museum ▪ ISS-Institutional Safety ▪ IT-Information Technology ▪ LC-Legal & Compliance ▪ RPP-Reactor & Power Plant ▪ RS-Research (some unique roles) ▪ SE-Science & Environmental Health ▪ SR-Sales & Retail
<ul style="list-style-type: none"> ▪ AG-Agriculture ▪ CSM-CSM Operations ▪ ECD-Engineering, Construction & Design ▪ TS-Technical Support 	
<ul style="list-style-type: none"> ▪ CSM-CSM Operations ▪ HES-Hospitality, Event & Stage 	
<ul style="list-style-type: none"> ▪ CE-Communications ▪ MB-Media & Broadcast ▪ ES-Educational Support 	
<ul style="list-style-type: none"> ▪ RS-Research ▪ SE-Science & Environmental Health ▪ TS-Technical Support 	

Additional Considerations

A change in a position's and/or incumbent's duties and responsibilities may not result in an upward change in classification and/or salary, and in some cases could result in a downward change.

Campus HR office colleagues play an important role in managing expectations of the requesting department.



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Position Reclassification Process

DEFINITIONS	
JAQ - Job Analysis Questionnaire	Document completed by the job incumbent when a job audit is required as part of the job evaluation process. JAQ document location: click here
PCQ - Position Classification Questionnaire	Document completed by the immediate supervisor for the job being evaluated. PCQ document location: click here (include the IT or Research addendum if applicable)
PD - Position Description PDT – Position Description Template	The Position Description (PD) is a document completed by the department with assistance from the campus HR office colleague. UMSYS-COMP maintains Position Description Templates (PDTs) for each job code. Department and the campus HR office colleague work together to complete and maintain the final detailed PD document which is then retained within the department. PDTs available on the Job Code Detail website: click here
SLA – Service Level Agreement	Document outlining Key Compensation Services, Service Delivery Targets, and Roles and Responsibilities (refer to current SLA for your campus if applicable).

PROCESS STEPS	
1	The department and/or campus HR office colleague identifies the need for position classification review.
2	Department completes the PCQ, obtains necessary approvals, and submits to the campus HR office colleague.
3	Campus HR office colleague verifies that the classification request follows the information in this guide and completes the PCQ checklist to verifying the following: <ul style="list-style-type: none"> ▪ There is a supportable, valid business rationale for the requested change. ▪ The PCQ documentation is accurate and complete and includes necessary approvals. ▪ All necessary supporting documentation is included (e.g. org charts, historical background, etc.) ▪ Routes all related information together (including any multiple PCQs related to the same situation) to UMSYS-COMP via email to: umhrcomp@umsystem.edu Refer to SLA (if applicable) for standard turn-around times.
4	Campus HR office colleague routes all documentation together. If there are multiple PCQs related to the same situation (e.g. reorganization) all should be routed together. Send to UMSYS-COMP via email to: umhrcomp@umsystem.edu
5	UMSYS-COMP completes position evaluation, and sends findings & recommendations to campus HR office colleague: <ul style="list-style-type: none"> ▪ Prompts for more information if needed; may request JAQ, time study, organizational chart, additional background or historical information as needed. ▪ Makes timely notification to the campus HR office colleague regarding any delay outside of established timeframes and negotiate acceptable alternate due date as needed.
6	Upon receipt of information from UMSYS-COMP, the campus HR office colleague: <ul style="list-style-type: none"> ▪ Provides department with outcome of position classification review request. ▪ Provides corresponding PDT and offers assistance in completing department specific PD information as needed (note: UMSYS-COMP does not house completed PDs, only the PDTs). ▪ Takes steps to initiate changes (e.g. job code, salary change)
7	For vacant or new position, the campus HR office colleague will follow campus procedure for posting position.



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APPENDIX

Following are detailed examples relating to the section **Changes in the Nature and Level of Work** found on page 2.

Scenario	Outcome
<p>Job <u>level</u> changes of <u>2 grades or less</u> for work of the same general <u>nature</u> that occurs as the result of a natural, gradual growth of job duties and responsibilities over time. This should be the most TYPICAL reclassification request.</p>	<p>Provided the documentation supports the request, and the <u>level</u> of work fits the organizational unit's overall scope of work, both the incumbent and the position can be reclassified simultaneously (e.g. natural progression through a job title series).</p>
<p>A significant change in <u>level</u> that is sudden and/or large (<u>> 2 grades</u>) does not correspond with gradual growth over time. Rather, a change of this magnitude at a specific point in time constitutes an entirely new job opportunity that should be filled through a competitive or direct promote process, whichever is applicable in the situation.</p>	<p>If the different <u>level</u> of work still fits with the organizational unit's overall scope of work, and provided the documentation supports the request, the position reclassification can move forward as a "new" position. However, <u>the incumbent should move into the reclassified position through a competitive process or a direct promotion process</u>, whichever is applicable in the situation, not through reclassification.</p>
<p>Job <u>nature</u> of work slightly changes as the result of a natural, gradual growth of job duties and responsibilities over time. This may be within the same job titles series (same <u>nature</u> of work), or to a similar job title series (similar <u>nature</u> of work).</p>	<p>Provided the documentation supports the request, and the <u>nature</u> of work fits the organizational unit's overall scope of work, both the incumbent and the position can be reclassified simultaneously (e.g. change to a similar job title; see page 4 for more information).</p>
<p>A change in the job <u>nature</u> of work that is sudden and/or significant does not correspond with gradual growth over time. Rather, such a change corresponds with an entirely new job opportunity that should be filled through a competitive process or direct promote process, whichever is applicable in the situation.</p>	<p>If the different <u>nature</u> of work still fits with the organizational unit's overall scope of work, and provided the documentation supports the request, the position reclassification can move forward as a "new" position. However, <u>the incumbent should move into the reclassified position through a competitive process or a direct promotion process</u>, whichever is applicable in the situation, not through reclassification.</p>