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Position Classification and Reclassification

PSU Human Resource Services has responsibility for preparing, administering and maintaining the PSU Classification and Compensation Plan (CCP) with direction and approval from the PSU Executive Committee (Vice Presidents/Provost). The PSU CCP is currently used for all University Support Staff (USS) positions.

Classification Plan

The PSU classification plan establishes appropriate titles for each job as well as a written job descriptions (JD) that describes classification factors used to assign positions to jobs. The classification plan is developed and maintained to ensure that all positions with similar classification factors are assigned the same job; that employee selection criteria is appropriate; and that the same pay grade is applied with equity to all positions in the job.

Classification Factors

Each USS position at Pittsburg State University is assigned to a job based on information in the position description (PD). The appropriate job for the position is determined by comparing the information on the PD with the JD and comparing duties of other PSU positions assigned to the job. Additional steps, such as an audit of the position, may be needed to determine the appropriate job for the position.

The following factors are used to evaluate PD information and determine the appropriate job for the specific position.

Supervision and Instruction Received

This factor evaluates where the position fits in the PSU organizational hierarchy as well as the supervision and instruction received in the regular course of work. The following may be considered in determining the level of supervision received:

- degree of control by the supervisor in limiting the nature and finality of decisions;

- degree in which precedents, regulations, manuals or other verbal or written instructions guide the work; and
- frequency and extent of review of work performed.

Difficulty.

This factor evaluates the difficulty characteristic to the work. The following may be considered in determining this level:

- whether the work is inherently routine or involves considerable thought, analytical ability and unusual skills; and
- whether the work involves directing and coordinating a group of people, project or

Complexity.

This factor evaluates the complexity inherent in the work. The following may be considered in determining this level:

- responsibility for independent judgment, creativity and initiative;
- intricacy of the processes or methods involved;
- difficulty in determining what actions need to be taken and in interpreting the desired results;
- effect of existing or lack of existing guidelines; and
- diversity of job duties.

Consequences of Actions/Decisions.

This factor evaluates the possible negative consequences of actions or decisions of an employee in the regular course of work. Consequences may include increased cost, decreased revenue, inefficiency, decreased employee morale, property damage, injury or loss of life and legal actions. The following may be considered in determining this level:

- the consequences which may result from negligence or failure to follow instructions, procedures or policies; and
- degree of responsibility for the assets, programs and safety and welfare of others.

Contacts.

This factor evaluates the responsibility for effectively handling personal contacts or interactions with persons not in the supervisory chain, such as a member or members of the employee's own organization or other governmental, private and public organizations and the general public. The following may be considered in determining this level:

- the purpose of the contact;
- the degree of communication skills such as courtesy, accuracy and discretion;
- communication techniques such as diplomacy, persuasion and negotiation required to properly fulfill the objectives of the contacts;
- nature of the information; and
- attitudes or objectives of the individuals or groups the contact is made with.

Environmental Conditions.

This factor evaluates the characteristics of the physical surroundings or conditions under which a job must be performed and the risks and discomforts inherent in the nature of a job even though all reasonable precautions have been taken and safety standards met. The following may be considered in determining this level:

- conditions, risks, hazards, and discomforts present; and
- severity of injuries or other consequences which could result from exposure to these environmental factors coupled with the frequency and duration of

Physical Demands.

This factor evaluates the amount of physical exertion necessary to perform the job under normal operating conditions. Abnormal or emergency efforts should be ignored. The following may be considered in determining this level:

- frequency and duration of handling activities such as carrying, lifting, pushing or pulling, coupled with the weight, size and shape of the items handled;
- frequency and duration of moving activities such as standing, walking, climbing or crawling;
- strenuous body positions such as stooping, kneeling, or crouching;
- operating different types of equipment; and
- repetitive motions such as painting, sweeping or scrubbing.

Supervision/Leadership.

This factor evaluates the responsibility for leading and supervising the work of others, directly and indirectly. The nature of responsibility may be functional (i.e. the responsibility for overseeing the work of others) or functional and administrative (i.e. the responsibility for oversight and the responsibility for evaluating work performance, hiring, disciplinary actions, etc.) The following may be considered in determining this factor:

- responsibilities required for explaining, instructing, scheduling, planning, directing, reviewing and evaluating; and
- level and diversity of the positions overseen.

Reclassification of Existing Positions

A request to review a USS position may be initiated by the employee appointed to the position or the supervisor of the position.

Reclassification **may** be appropriate for any of the following reasons.

- Significant change in the nature and variety of work.
- Significant change in the difficulty of the work.
- Significant change in the authority and responsibility of the employee.
- Significant change in the extent of supervision over the position.

Reclassification **will not** be appropriate for any of the following reasons.

- Financial need of the employee.
- Change in the volume of work.
- Particular characteristics of the employee, such as length of service, personality, unusual diligence, efficiency, or other unusual qualities.
- To avoid a layoff, demotion, promotion, and dismissal.
- To increase or decrease the pay of an employee in circumvention of the compensation plan.

Reclassification Procedures

1. Employee and/or Line Manager (supervisor) completes a new and/or revised positions description (PD). The position description template is found on the [HRS forms page](#). See also information on the HRS web page about writing a position description, which can be found [here](#).
2. Employee and/or Line Manager (supervisor) completes the USS Position Description Review Request Form found on the [HRS forms page](#).
3. Supervisor prepares a current organization chart that includes position numbers and names of employees for all positions in the department.
4. Supervisor routes the USS Position Description Review Request Form through the organizational hierarchy to the appropriate division head (Vice President/Provost or President) for review and recommendation. Include the PD and organizational chart with the Position Review Request Form.
5. The division head (Vice President/Provost or President) sends the documents to HRS for review and recommendation.
6. HRS will review the request. Information on the PD will be compared with appropriate classification factors for the requested job. Changes in the duties from the previous PD will also be reviewed. HRS may need to gather additional information from the supervisor and/or employee to clarify duties performed. A job audit may also be needed.
7. HRS will also provide a recommendation to the PSU Executive Committee (division heads) for final decision. The recommendation from HRS to the Executive Committee can be one of the following:

- a. Reclassification to a different job is appropriate. If the recommendation is approved by the Executive Committee, the position will be reclassified and the employee's salary adjusted per the compensation plan, if applicable. If the recommendation is not approved by the Executive Committee, the supervisor will be advised on appropriate next steps.
 - b. Reclassification to a different job is not appropriate. No additional steps needed
- 8. If reclassification is approved the Executive Committee, HRS will work with the supervisor to identify the effective date. The division head must identify financial resources to support the reclassification, if applicable.

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