

# Compensation and Classification

Office of Human Resources  
Palm Beach State College

## Job Evaluation Guidelines

Effective 01.23.2018



This guideline is intended to describe the Job Evaluation process at Palm Beach State College (PBSC) for College-wide staff requirements and process of job classification within the College to ensure that the process is managed consistently, fair, equitably and in accordance with the Compensation Philosophy and governing policies.

To ensure proper classification Job Evaluation, filled and vacant jobs, is conducted for the following:

Reclassification: Upgrade or Downgrade

Classification of New Job

Job Title

Reorganization

Market Adjustment

Fair Labor Standards Act Designation

## **JOB EVALUATION TIME PERIOD(S)**

Filled positions will be reviewed and effective on the following dates:

- January 1
- July 1

Vacant positions will be reviewed and effective on an as needed basis by:

- Each job vacancy

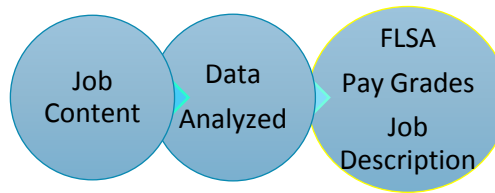
## HOW JOBS ARE REVIEWED FORMAL JOB CLASSIFICATION DETERMINATION



### Review Process

The formal job evaluation process to determine the proper classification of a job is based on these factors:

- Job Level of responsibility
- Scope and purpose
- Complexity nature and of duties and responsibilities, including the percentage of time performing those duties
- Minimum requirements
  - Education and Experience requirements, preferred and/or required
  - Licenses, Registrations, Certifications, or Other Requirements, preferred and/or required
  - Knowledge, Skill, and Abilities, preferred and/or required
- Authority
- Physical Exertion
- Independence
- Type of Supervision
- Scope and Effect
- Problem-solving
- Knowledge
- Nature of Relationships
- Working Conditions and Physical Effort
- Other Essential Knowledge, Skill, and Abilities
- Equipment, tools, technology, materials, and vehicles
- Contacts
- Financial responsibilities
- Decision-making and problem-solving



## Data Analyzed

- Job Analysis Questionnaire (JAQ)
- Desk Audits Meetings - Information/Clarification gathering
- Job Descriptions
- Organizational Charts
- Comparable Jobs
- Comparable Pay Data – External market and internal equity
- Pay Grade Assignments
- FLSA tests
- Job Family

## Determination

The formal job evaluation process results in:

- Job Title
- Pay Grade Assignments
- FLSA designation
- Job Family, Job Category and Career Level assignment
- Job Description

## JOB FAMILY AND JOB CATEGORY

Job Family: Jobs classifications family group categories that have similar duties and responsibilities and involve work of the same nature.

A group of jobs in the same occupation, which includes Job Category and Career Levels is assigned to a Job Family and Job Category.

## WHEN WILL JOB EVALUATION BE CONDUCTED?

### Classification and Compensation Conducts Job Analysis based on:

- ✓ **Organizational needs and**
  - ✓ **Recruitment Considerations**
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- **Reclassification Upgrade or Downgrade** – the job has changed permanently and significantly to warrant a classification change. The job level, complexity scope and purpose, nature of duties and responsibilities, minimum requirements, education and experience, knowledge, skills and abilities has changed.
  - **Classification of New Job Title** – a job title that currently does not exist in the classification system and being requested to be created.
  - **Job Title** – accurately describes the job scope and duties and responsibilities. Job titles are reviewed and approved by the Classification and Compensation and the Office of Human Resources.
  - **Reorganization** – Classification and Compensation first reviews the requested organizational structure changes with the supervisor, department head and/or Dean, and then works with respective Provost and Vice President's. This typically occurs when changes in the jobs kind and/or level of work being performed that is impacted by department long-term goals.
  - **Market Adjustment** – market pay increases are granted to an employee to move through the salary range based on the results of market studies or market analysis of benchmark classifications.
  - **Fair Labor Standards Act (FLSA) Designation Status** – conducts a test for each jobs to determine FLSA designated as Exempt or Non-Exempt in accordance with DOL. FLSA designation status changes are approved by the Office of Human Resources.

## JOB EVALUATION REVIEW **FILLED** PROCESS RECLASSIFICATION, JOB TITLE, CLASSIFICATION, OR REORGANIZATION

### Step 1:

#### Preliminary Classification Consultation and Analysis

- Supervisor discusses the proposed changes of the filled jobs(s) with Classification and Compensation.

#### Questions to answer:

- Has the job changed permanently and significantly to warrant a classification change?
- What job impacts may occur
- Can the jobs levels be clearly distinguished
- Has department reorganized resulting in job level changes
- Has the organizational chart changed resulting in job level changes
- Does the job description require updates
- Supervisor discusses the strategic long-term goals and preliminary classification results of the filled job(s) with the Dean and the Provost and Vice Presidents.
- If, Provost and Vice President's approves, the preliminary classification results Supervisor move to Step 2.

### Step 2:

#### Supervisor and employee complete Job Classification Packet:

- Online Job Analysis Questionnaire (JAQ) submitted to Classification and Compensation division with appropriate approval signatures
- Current and proposed organizational chart
- Current and proposed job description
- Complete a written justification for the request action
- Classification/Reclassification/Reorganization request change budget form
- Supervisor sign
- Dean submit requests for approval of the Provost and Vice President's

### Step 3:

If approved, Provost and Vice President's submit requests, Job Classification Request Completed Packet, for filled, jobs each job evaluation time period.

- ☒ **Factors Not Used.** Job performance evaluation rating of employee. Increase volume of the same work and quantity of work volume. Time spent in the position or length of service. Anticipated future job responsibilities. Functional job title. Temporary change in duties. Not to recognize individual achievement or an increase in volume of work. Number of years in job.

*Reminder: The position, not the position, is being reviewed.*

## **Process for Filled Positions Conducted by Classification and Compensation**

**Analyze Job Analysis Questionnaire (JAQ).** job level, scope and purpose, complexity nature of duties and responsibilities, percentage of time performing those duties, level and type of supervisory relationships, minimum requirements, education, licenses, registrations, certifications and other requirements, and experience, knowledge, skills and abilities, physical exertion, independence, type of supervision, scope and effect, problem-solving, knowledge, nature of relationships, working conditions and physical effort, other essential knowledge, skill, and abilities, equipment, tools, technology, materials, and vehicles, contacts, financial responsibilities, decision-making and problem-solving, and internal and external pay information to determine the assigned salary grade.

**Desk Audits.** Conduct Clarification meeting/or information gathering with employee, supervisor, department head, subject matter expert, and/or and other similar positions.

**Review.** Organizational Charts and Comparable job descriptions.

**Conducts.** Fair Labor Standards Acts (FLSA) tests.

**Comparable Positions.** Relationship of the position to other positions in the department and/or College-wide and related industry standards.

**Comparable Pay Data.** External market and internal equity.

**Recommendation.** Prepares appropriate classification by recommending job title level, pay grade, job scope, duties and responsibilities, minimum requirements, education and experience, and knowledge, skills and abilities to ensure consistency of similar position College-wide. Classification and Compensation will be discuss with the appropriate department head, Dean, Vice President and/or Provost.

**Approval.** The job analysis results are submitted for review and approval by the College President.

**Effective date.** Approved changes will start the first pay period after the final decision in January and July.

**Notification.** The requesting supervisor, department head, Dean, Vice President and/or Provost are notified of the decision in writing of the final approval/denial January and July.

### **Salary Change**

**In-Grade Increases.** In-grade pay change, with no change in pay grade, is administered for positions to address salary inequities of position.

**Higher pay grade increases.** When a position is reclassified to a higher pay grade:

- Employee will receive a 7.5% salary increase for each pay grade or be brought to the minimum of the new pay grade, whichever is greater.
  - The total increase for employees who move three or more pay grades will not exceed 20% or the minimum of the pay grade, whichever is greater.

**Lower pay grade increases**

- When a position is reclassified to a lower pay grade, the employee's current base rate of pay will be decreased by 5% per pay grade.

Exceptions must be approved by the Executive Director of Human Resources and the President or designee.



## **JOB EVALUATION REVIEW VACANT PROCESS** **RECLASSIFICATION, JOB TITLE, CLASSIFICATION, OR REORGANIZATION**

### **Step 1:**

#### **Preliminary Classification Consultation and Analysis**

- Supervisor, department head and/or Dean, discusses the proposed changes of the vacant position(s) with Classification and Compensation.

#### **Questions to answer:**

- Was this impacted by any reorganization job change over the past year?
  - Has the job description changed in over the past year?
  - Has the position changed permanently and significantly changed over the last year to warrant a classification change?
  - What position impacts may occur
  - Can the positions levels be clearly distinguished
  - Has department reorganized resulting in job level changes
  - Has the organizational chart changed resulting in job level changes
  - Does the job description require updates
- Supervisor discusses the strategic long-term goals and preliminary classification results of the vacant position(s) with the department head and/or Dean and the Provost and Vice President's.
  - If, Provost and Vice President's approves, the preliminary classification results Supervisor, department head and/or Dean move to Step 2.

### **Step 2:**

#### **Supervisor complete Position Job Vacancy and Position Classification Packet:**

- Online Job Analysis Questionnaire (JAQ) submitted to Classification and Compensation division with appropriate approval signatures
- Compensation division with appropriate approval signatures
- Current and proposed organizational chart
- Current and proposed job description
- Complete a written justification for the request action
- Classification/Reclassification/Reorganization request change budget form
- Supervisor, department head sign
- The department head and/or Dean submit requests for approval of the Provost and Vice President's

### **Step 3:**

If approved, Provost and Vice President's submit requests, Job Classification Request Completed Packet, for vacant job by the end of each month.

- For each vacancy

## **Process for Vacant Positions Conducted by Classification and Compensation**

**Analyze Job Analysis Questionnaire (JAQ).** job level, scope and purpose, complexity nature of duties and responsibilities, percentage of time performing those duties, level and type of supervisory relationships, minimum requirements, education, licenses, registrations, certifications and other requirements, and experience, knowledge, skills and abilities, physical exertion, independence, type of supervision, scope and effect, problem-solving, knowledge, nature of relationships, working conditions and physical effort, other essential knowledge, skill, and abilities, equipment, tools, technology, materials, and vehicles, contacts, financial responsibilities, decision-making and problem-solving, and internal and external pay information to determine the assigned salary grade.

**Desk Audits.** Conduct Clarification meeting/or information gathering with employee, supervisor, department head, subject matter expert, and/or and other similar positions.

**Review.** Organizational Charts and Comparable job descriptions.

**Conducts.** Fair Labor Standards Acts (FLSA) tests.

**Comparable Positions.** Relationship of the position to other positions in the department and/or College-wide and related industry standards.

**Comparable Pay Data.** External market and internal equity

**Recommendation.** Prepares appropriate classification by recommending job title level, pay grade, job scope, duties and responsibilities, minimum requirements, education and experience, and knowledge, skills and abilities to ensure consistency of similar position College-wide. Classification and Compensation will be discuss with the appropriate department head, Dean, Vice President and/or Provost.

**Approval.** The job analysis results are submitted for review and approval by the College President.

**Effective date.** Approved changes will start the first pay period after final decision.

**Notification.** The requesting supervisor, department head, Dean, Vice President and/or Provost are notified of the decision in writing of the final approval/denial.

**Job Evaluation Process for Market Adjustment, conducted by the Office of Human Resources**

- **Classification and Compensation** – Make annual market recommendations.
  - **Effective date.** Approved changes will start the first pay period after approved change.
  - **Notification.** Classification and Compensation will notify supervisor, department head, Vice President and/or Provost.

**Job Evaluation Process for, Fair Labor Standards Act (FLSA) Designation Status conducted by the Office of Human Resources**

- **Fair Labor Standards Act (FLSA) Designation Status** – Classification and Compensation conducts a test for each positions to determine FLSA designated as Exempt or Non-Exempt in accordance with DOL. FLSA designation status changes are approved by the Office of Human Resources.
  - **Effective date.** Approved changes will start the first pay period after approved change.
  - **Notification.** Classification and Compensation will notify supervisor, department head, Dean, Vice President and/or Provost in writing.