

## **Administrative Grading, Classified Audit, and Re-Evaluation FAQs**

### **Who Do I contact to Create new positions?**

If the position is most likely administrative in nature (or you are not sure); the individual to contact is the Compensation Analyst at 372-9272. If the position most likely classified in nature, contact the Employment/Employee Relations Specialist at 372-8422.

### **Who Do I contact to either re-evaluate (administrative) or audit (classified) an existing position?**

If the position is most likely administrative in nature (or you are not sure); the individual to contact is the Compensation Analyst at 372-9272. If the position most likely classified in nature, contact the Employment/Employee Relations Specialist at 372-8422.

### **How do I start the Job Analysis Questionnaire (JAQ) process for a new (administrative) position?**

Start filling out the Job Analysis Questionnaire form on the BGSU Compensation web page. There is a “tips and techniques” link as well as a presentation that can assist in the process. Once completed; the document should be reviewed by the employee, supervisor, and then the second level supervisor. All groups should sign the document electronically. In some areas, the College Office or Divisional Office needs to review as well. Any questions can be directed to the Compensation Analyst at 372-9272.

### **How do I create a new position if I think it might be classified?**

Begin by using a word document and put down all of the duties of the new position along with a best estimate of the percentage of time involved with each duty. Once completed, please send to the Employment/Employee Relations Specialist at 372-8422. The individual will analyze your position to come up with proper classification. They will respond back to you with the results, including title and hourly rate, within a week's time.

### **How do I know if a position needs to be re-evaluated (administrative) or audited (classified)?**

If the position changes in the manner defined below, then it needs to be reviewed through the Office of Human Resources:

- Administrative- position duties change 25%-50% and various areas of the document are updated; including at least one problem solving example.
- Classified-position duties change to an extent that new duties become primary or as important as the current primary duties.

### **What is the timeline for re-evaluations (administrative) and audits (classified)?**

Once Human Resources receives the final electronic version of the re-evaluation JAQ, it is sent out to a grading team for review. The grading team is a group of peer administrative staff members specially trained in evaluating positions. Unless there are questions or other circumstances, which can extend the time frame, it should take no longer than a week and a half to two weeks to complete the process. The audit process is completed in Human Resources. Depending on resources, it should take no more than four to eight weeks to complete the analysis once the completed and signed audit paperwork arrives at Human Resources.

## How do I know what form to use to finalize a change in an administrative position?

As the results of a re-evaluated administrative position come back, there exist four methods to move the process forward. They are:

- Electronic position change request- through MyBGSU, a supervisor can log into the system and request an update of a title, department, location, supervisor and FTE through the HCM system.
- Contract addendum- can be completed to change the above information as well as grade and salary for the re-evaluation of a position due to duties changes. If a re-organization of a department is involved, additional paperwork may need to be completed.
- Promotion form-will need to be completed in the follow circumstances and be approved by the supervisor, area Dean/Vice President and the Chief Human Resources Officer:
  - Administrative position changes enough that requires a re-evaluation.
  - The new position is a unique position with no others at BGSU performing these duties (examples of positions at BGSU that do not fit this definition would be Academic Advisor, Application Developer, and Institutional Research Report Writer)
  - When an incumbent goes from a position in a pay grade to another in a higher pay grade through re-evaluation of the position.
  - When the position being analyzed is one line (e.g. not re-evaluating someone into another position and backfilling the former duties)
- Compensation Change form-will need to be completed when salary is requested to be changed any other time and amount than the annual increase, a re-evaluation, or when a promotion form is used. This form would be used for a salary market review, an internal compression or salary inversion issue, an annual increase above the amount approved by the Board of Trustees, or in situations of a salary decrease. The form must be approved by the supervisor, area Dean/Vice President and the Chief Human Resources Officer. If the amount is over 10% of the incumbent's salary, then the President must approve as well.