Guidelines for Submitting Position Classification Requests

Classification of a New Position:

All new positions are classified on the basis of their job description, external market data, and comparison to similar positions at Georgia Perimeter College. When a new position is created and an appropriate classification/job title does not currently exist, the manager must complete a Position Classification Request form and Job Analysis Questionnaire and submit to Human Resources/Compensation for review before the position can be added to the classification plan. If the request is a result of a departmental re-organization, please attach a summary statement documenting the extent of the re-organization; include a list of other affected position(s). If an appropriate classification/job title already exists, the manager must complete a Position Classification Request form and a Job Analysis Questionnaire and submit to Human Resources/Compensation for review. New positions are subject to all rules and regulations of the Compensation Plan and require verification of sufficient funding and the appropriate budgeted position number from The Executive Vice President for Financial and Administrative Affairs, Assistant Vice President of Finance and/or the Assistant Vice President for Budget and Strategic Financial Planning.

Classification of a Vacant Position:

Vacant positions may be reclassified at any time with the written approval of the Chief Officers of Finance and Human Resources. If the request is for a new classification/job title, the manager must complete a Position Classification Request form and a Job Analysis Questionnaire and submit to Human Resources/Compensation for review before the position can be added to the classification plan. If the request is a result of a departmental re-organization, please attach a summary statement documenting the extent of the re-organization; include a list of other affected position(s). If you are requesting a reclassification of a vacant position and an appropriate classification/job title already exists, the manager must complete a Position Classification Request form and a Job Analysis Questionnaire and submit to Human Resources/Compensation for review. The classification of a vacant position is subject to all rules and regulations of the Compensation Plan.
Reclassification of an Occupied Position:

The reclassification of an established position should be a direct result of an identifiable organizational change that has significantly impacted or altered the position responsibilities of the incumbent. A departmental request for a reclassification review should have prior approval of the appropriate Manager and Area Vice-President. Organizational changes and resulting reclassification of existing positions shall normally become effective July 1, at the beginning of the fiscal year but may be reviewed and approved to be effective on a quarterly basis.

Reclassification of an occupied position may result in the upgrade, downgrade, or a lateral change to another job classification. The reclassification of an occupied position is subject to all rules and regulations of the Compensation Plan. Salary adjustments for the incumbent will be subject to the pay policies on promotions, demotions, and transfers.

Procedures for Reclassification of an Occupied Position:

The requesting department determines the need for a review of an existing position on the basis of newly expanded or diminished responsibilities or re-organization of the department or work unit, that significantly affect job assignments of a position. For departmental re-organization, please attach a summary statement documenting the extent of the re-organization; include a list of other affected position(s). A list of the new responsibilities should be attached if they are the basis for a reclassification request.

The incumbent in the position, under the direction and assistance of the Manager, may complete a Job Analysis Questionnaire. The Manager will complete a Position Classification Request form and provide a summary statement detailing expanded or diminished duties or changes in responsibilities and performance standards. The completed analysis and form should be reviewed and signed by the Area Vice President and forwarded to the Human Resources Department along with a copy of the current job description (prior to changes in job responsibilities) by the deadline for classification reviews for the upcoming fiscal year or as established on a quarterly basis. If the incumbent does not complete the Job Analysis Questionnaire then the manager must submit the old and the new job descriptions along with the information requested above.
For all requests, a chart of the current and proposed organization must be submitted along with the manager’s input on what are comparable jobs within the organization and across GPC (if applicable).

The Human Resources Department will evaluate the Job Analysis Questionnaire and other attachments and may consult with the requesting department to verify job information (if necessary). Under certain circumstances, an on-site interview (desk audit) with the requesting manager and/or position incumbent or others knowledgeable of the job requirements, may be required (i.e. if additional information or clarification is needed). In addition, where a classification review indicates a position upgrade might be appropriate, the current and prior performance management plans for the current incumbent is subject to review and may be requested before a classification recommendation can be made.

The Human Resources Department will prepare a written Classification Action Memorandum with the results of the review to the requesting department with copies to the Executive Vice President for Financial and Administrative Affairs upon completion of the classification review process.

The Executive Vice President for Financial and Administrative Affairs or his designee, will serve as the final authority on all reclassification appeals. Managers wishing to appeal, should forward a memo directly to the Executive Director for Human Resources requesting a review of the classification decision within five working days of the receipt of the classification decision. If the position in question reports to the EVP Financial and Fiscal Affairs, the Executive Director of Human Resources will consult the President in making the final decision.

**Deadlines for Submitting Position Classification Requests:**

All required forms and documentation for reclassification of occupied positions, should be submitted directly to the Human Resources Department, by the given deadline to be considered for the fiscal year. The Manager making the request will receive a confirmation of the receipt of his/her request via e-mail from the HR Department. If this confirmation is not received in a timely manner, please contact Human Resources at 678-891-2500 to ensure receipt. Only completed requests with all the required information will be considered for review. Please do not include
requests to classify part-time positions to full-time status; requests of this nature should be handled through the Finance Department during normal budget planning processes. A Classification Action Memorandum stating the classification decision will be forwarded to the Budget Manager as soon as possible based upon resources available to review and the financial status of GPC.