

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: CLASSIFICATION AUDIT REQUESTS Related to Board Policy: 504

General

Every two (2) years a formal classification audit process is initiated and completed. The purpose of this process is to review those positions which have changed in responsibility significantly over the last two years and determine if a change in classification assignment is appropriate. This process is not designed to address individual employee performance issues – only position classification issues.

What to Do

1. If an employee or supervisor would like to request a classification audit for their position, please complete Summary of Changes in Job Responsibilities (Exhibit 1), Position Description Questionnaire (Exhibit 2), Employee Position Questionnaire (Exhibit 3) and Position Job Description Form (Exhibit 4) which are all available in the Human Resources Office.
2. The updated job description, a summary of changes in responsibilities from the last job description, and a position description questionnaire must be completed by the employee's immediate supervisor.
3. A request for review does not guarantee that the position will be changed upward. There is always the possibility that the position could remain the same or, in some cases, be changed downward.

Other Changes to be Considered by the Process

1. Market surveys of existing wages paid to a particular position or category of employees may be included upon recommendation of the appropriate Vice President.
2. Change in an employee's existing job title might be included, whether the employee's rate of pay is effected or not.