



Job Analysis Requests

Who can ask for a job analysis study?

Department heads, with approval from their Vice President, may submit a study request to Human Resources.

When should a request to study a position for possible reclassification be submitted?

Requests should be submitted when there have been significant and/or major changes that appear to be ongoing in an incumbent's duties and responsibilities, particularly in the level of complexity, decision making authority, scope of the position, and knowledge and abilities. These changes are often brought on by changes in the law or state and/or federal mandates, or evolve over time as departments grow/consolidate.

What factors do not justify a reclassification?

- Performance of the incumbent in the position; reclassification should not be considered a reward or means to promote
- Retention of a specific employee
- Increase in workload that is of the same nature and level of complexity (volume) – this is a workload issue, not a class issue
- Knowledge, skills, and abilities possessed by the incumbent which are not required or regularly used in the position
- Desired salary changes
- Technological changes or tools (e.g. new software) that does not substantially alter the essential functions of the job, particularly if the industry is similarly changing to the new technology
- Job stress
- Length of time in position

What are the factors that justify a reclassification?

The factors that may justify reclassification include:

- Change in type of work/essential functions (e.g. Secretary now doing accounting work)
- Change in lead/supervisory responsibilities
- Change in authority for making operational changes or in developing, recommending, and interpreting policies and procedures and the extent of the impact to the organization
- Addition of stronger, more complex duties/removal of duties
- Change in organizational structure or mandate that affects reporting relationships, level in the organization

These changes must be significant in a single area or overall in order to justify reclassification. For example, if in the analysis a position is found to have a new function that is not currently within the scope of the current class, and this new function is found to only be 10% of the overall duties of the position, reclassification is not likely.