POLICY

Job evaluation is a tool used for maintaining equitable salaries and for confirming that legal requirements concerning overtime compensation and record keeping are being met by the University. A job evaluation must be completed for each new position and whenever the duties and responsibilities of a job change significantly.

To evaluate a job, the Manager of Employment/Wage and Salary Administration (Westchester) or the Director, Human Resources (Law School) analyzes the duties and responsibilities set forth in the job description. The salary grade is determined by the results of this analysis, a review of available survey data, and comparison with similar jobs at the University. Salary grades\(^1\) are in ascending order, indicating a successively increasing degree of responsibility and accountability.

PROCEDURE

To initiate a job evaluation, please contact the Manager of Employment/Wage and Salary Administration (Westchester) or the Director, Human Resources (Law School). The Human Resources representative will assist the supervisor with gathering information about the job. The supervisor or his/her employee, may need to complete a Job Description Questionnaire.

Upon receiving the completed questionnaire, the Manager of Employment/Wage and Salary Administration (Westchester) or the Director, Human Resources (Law School) will draft a job description. There will be consultation with the supervisor and/or the employee prior to and during the preparation of the draft.

After the supervisor has certified that the draft job description is accurate, the position will be evaluated in accordance with the University’s job evaluation plan. The supervisor will be advised of the job evaluation results and will be provided with the master job description for signature. The job description will be used by the supervisor as an aid in recruitment and selection, training and development, and organization/staffing planning.

If the job evaluation results propose a change in staff category, job title, grade\(^2\), or salary, the supervisor will be asked to prepare a Personnel Action Form (PAF) to effect the change. The employee should not be informed of the proposed change(s) until the PAF has been signed by the authorizing officer\(^3\).

Human Resources can provide better service if a request for a job evaluation is submitted far in advance of any deadlines. Annually, normally in January, supervisors are given the opportunity to submit job descriptions to the Human Resources Office for evaluation. In addition, it is highly recommended that job descriptions are reviewed whenever vacancies occur.

Each supervisor should keep a copy of job descriptions for each position reporting to him/her. The master job description is kept in the Human Resources Office (Westchester). Upon request, Human Resources will provide a supervisor with a copy of the job description for any position which reports to him/her.

\(^1\) See SALARY RANGES.
\(^2\) See PROMOTION.
\(^3\) See PERSONNEL ACTIONS.