Job Analysis and Classification

The framework of the classification system on the Stockton campus was developed by a third party vendor in 1998. The classification of University staff positions is based on the essential functions of a specific job, along with the responsibilities described in the job description. Requests for job analysis and reclassification are submitted to Human Resources for approval by the Assistant Vice President for Human Resources. For information on writing a job description and the University’s job description template please see *Job Descriptions*.

**Exempt v. Non-Exempt**

Positions that are non-exempt are subject to the wage and hour laws of the state and federal government. The key wage and hour laws require that non-exempt employees:

1. Must maintain a written time record of hours worked (time card or other record);
2. Must be paid overtime compensation of 1.5 times the employee’s regular rate of pay for any hours worked in excess of 8 hours in the work day or 40 hours in the work week; and
3. Are paid at least two times per month.

Exempt positions are those positions not subject to the wage and hour regulations listed above. The determination whether a position is exempt or non-exempt is made by Human Resources based on a careful review of the job description. Executive, Administrative or Professional positions that meet certain criteria regarding salary and position responsibilities may be classified exempt in accordance with state and federal guidelines.

**Classification Procedures**

Using the *University’s job description template*, the supervisor completes a Job Description and submits it to Human Resources with written request for review. For a new position, the review must be done before recruiting begins. Human Resources reviews and evaluates the job description, working with the supervisor, as needed, to ensure it is complete and provides all the required information. During the review, a comparison of similar positions on campus and in the external market may be made to ensure internal equity is maintained. The result of the review establishes the pay grade and the employment status of the position (exempt or non-exempt). Upon completion of the review, the supervisor is notified and a finalized copy of the job description is sent to the department. To make a change in grade, salary and/or title a Recruitment/Employment/Change Authorization (EA) is processed for the incumbent. See *Policies for Salary Adjustments FY 2012*.
Frequently Asked Questions:

Q I think my job should be re-classified upward. How should I proceed?

A. First, discuss this with your supervisor. If your supervisor agrees there have been substantial changes in the job that would warrant a review, you and your supervisor should work together to revise/update your job description to ensure that it accurately reflects your current job responsibilities and requirements. Then, your supervisor would submit the updated job description to Human Resources with a request to review for reclassification.

Q How long does the process take?

A Usually two to three weeks. A longer period may be necessary, if the review requires research for competitive salary information.

Q What factors are positions evaluated on in the process?

A A variety of factors are evaluated. The vendor developed a questionnaire and matrix currently used in this process. Thirteen factors are measured for each position to maintain internal equity and consistency of grade and FLSA status.

Q My department needs a new position, what is the process for this?

A The process for a new position is the same. First, a job description must be developed. Human Resources is available to work with the supervisor in drafting this document. Once the job description is complete, the grading process begins. Human Resources will notify the department upon completion of this review. Recruiting for the position begins after the approved EA is received by Human Resources.
Job Descriptions

Clear, accurate and well-defined job descriptions are a useful management tool, providing a valuable summary of the position responsibilities, scope, minimum qualifications and working conditions to both the employee and his or her supervisor.

All staff positions at University of the Pacific have a job description which is provided to new employees upon hire. Any employee who does not have a copy of their job description should contact their supervisor or Human Resources. All job descriptions should be reviewed and updated on an annual basis. This should be a joint project between the employee and the employee’s supervisor, with assistance from Human Resources as needed. The annual job description review should be completed in preparation for the annual performance evaluation process.

Sometimes, the job description update substantially changes the position, and the supervisor requests to have the position reviewed by Human Resources for possible reclassification. See Job Analysis and Classification. The first step in classifying a position is to ensure that the job description is current and accurate. For information on writing job descriptions and the job description template see:

Guide to Writing Job Descriptions

Job Description Template
**Guide To Writing Job Descriptions**

**Introduction**
The following guide to writing job descriptions outlines the general model used in developing job descriptions.

The following elements are included in each job description:

1. **Title**
   The title should be brief, descriptive, and consistent with other titles in the classification plan.

2. **Primary Purpose or Responsibility**
   The general purpose should be a brief statement that outlines the job’s overall primary functions and responsibilities. It should be definitive to differentiate this position from others and will generally start with “Responsible for . . .” and may define the level and kind of work.

3. **Essential Functions**
   List up to 10 major duties and responsibilities of this job in order of importance and frequency of time spent on the activity. Begin each function with an action verb. Use the following criteria to assist you in identifying major responsibilities.
   - Performance of the responsibility is a primary function of the job.
   - Failure to perform the responsibility would have serious consequences.

4. **Qualifications**

**Education/Experience/Certifications**
List the level of education required to performed duties. A Bachelor’s degree indicates the position requires specific knowledge learned in a course of study or generally gained through education higher then a secondary level. An advanced or terminal degree indicates that expert knowledge is required in a specific area of study.

List the number of years work experience necessary for the position. If experience should identify specific responsibilities or duties these should be identified in years performed.

**Skills/Knowledge and Expertise**
List specific knowledge, skills and abilities required or desired for the position, such as:
- Intermediate to advanced level of proficiency using Apple Computer
- Demonstrated ability to work with system database programs and to adapt to new technologies quickly
- Aptitude to deal with constantly changing work environment
- Effectively deals with culturally diverse workforce
5. Physical Requirements
For most office positions physical requirements begin with. …

Work is primarily performed in a standard office environment with use of computer and phone. Requires extended periods of sitting and repetitive hand/wrist motion while using computer keyboard and phone. Occasional standing, walking (or, “walking across campus,” if applicable), climbing stairs, bending, stooping and reaching. Occasional lifting up to 25 pounds.

Lifting or carrying weight requirements are identified as well as pushing or pulling weight, the amount of exertion required to perform tasks assigned. This is generally defined in pounds.

6. Work Environment/Work Week/Travel
The types of environments work is performed in should be identified particularly if other than standard office, for example:

- Work performed both in and out of doors.
- Exposure to various weather conditions or varying temperatures.
- Noise levels employee may be exposed to.

This section identifies the hours typically worked or expected to work. It also identifies if evening or weekend hours may be expected and how often.

Certain credentials may be noted in this area such as: Must possess and maintain a valid driver’s license and be insurable under the University’s policy. Requires a Class “B” license.

Employee’s Name _______________________________________________________

Signatures from Supervisor, Employee and Human Resources
UNIVERSITY OF THE PACIFIC
JOB DESCRIPTION

Department: Various
Date: August 2010
Report To: Grade:
Position Class: FLSA Status:

PRIMARY PURPOSE OR RESPONSIBILITY: Summary of the essence of the job.

ESSENTIAL FUNCTIONS (In order of importance):
List essential functions: clear, precise statements on the fundamental responsibilities, task and duties performed.

Begin with an active verb.

Avoid specific terms in identifying reports, systems or processes.

QUALIFICATIONS:
Education/Experience/Certifications:
Education first, then experience requirements

Skills/Knowledge and Expertise:
Define the level of understanding or skill.
List level of Communication & Reasoning
Identify Computer Skills & Technical Skills

Physical Requirements:
For most office positions physical requirements begin with…
Work is primarily performed in a standard office environment with use of computer and phone. Requires extended periods of sitting and repetitive hand/wrist motion while using computer keyboard and phone. Occasional standing, walking (or “walking across campus,” if applicable), climbing stairs, bending, stooping and reaching. Occasional lifting up to 25 pounds.

Work Environment/Work Week/Travel
For positions that require driving or travel, add….
Must possess and maintain a valid driver’s license and be insurable under the University’s policy.

Employee’s Name (Please Print): ______________________________________________

Employee Signature: ___________________________ Date: ______________

Supervisor Signature: ___________________________ Date: ______________

Human Resources Signature: ___________________________ Date: ______________
**Job Title:** _________________________

**Physical Requirements:** Specify the various physical requirements associated with this position. (Mark an X where appropriate)

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<th>CONSTANT 75-100%</th>
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<td>Simple Grasping</td>
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</table>

Lifting:
Max lbs __

Carrying
Max lbs __

Pushing/Pulling Max lbs __

**WORKING ENVIRONMENT**

Typical Office

Warehouse

Indoor/Outdoors

**NOISE LEVEL**

Quiet

Loud