



IT/PPS 02.01.01, Job Reclassification and New Positions
Issue No. 1
Effective Date 08/01/2006
Reviewer: Executive Assistant

01. PURPOSE

01.01 This PPS outlines the procedures to be used within the Information Technology Division for job reclassifications and new positions. This PPS augments, but does not replace, UPPS No. 04.04.11. Requirements in that UPPS take precedence over requirements in this PPS.

02. Definitions

02.01 Per UPPS No. 04.04.11, a reclassification is defined as “a change of a position’s title due to substantial changes in duties and responsibilities.” A new position is defined as “any position being added to an account.”

03. Administrative Approval and Funding Availability

03.01 Administrative approval and availability of funds must be established prior to the submission of a reclassification audit or request for new position to Human Resources.

03.02 Administrative approval consists of approval from the relevant account manager, the appropriate Assistant Vice President and the Vice President for Information Technology. The same documentation standard as applied in UPPS No. 04.04.11 will be applied at the divisional level with the addition of the IT New Position / Reclassification Request Form (Attachment A).

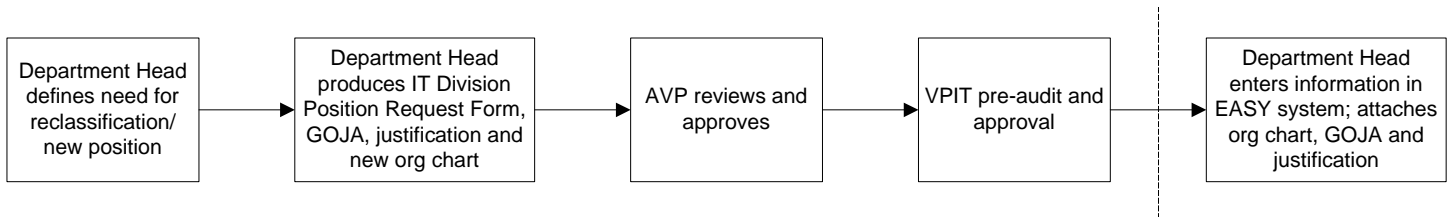
03.03 Requests for new positions and/or reclassifications of an existing position must be submitted in the form of a packet, which includes a GOJA, a completed IT New Position / Reclassification Request Form (Attachment A), and an organization chart reflecting the new or reclassified position’s relationship to the other positions in the department.

04. Timing of Submissions

- 04.01 Requests for new positions and reclassifications should be submitted as part of the annual budget cycle to ensure that funding is available in the new fiscal year to cover compensation and other costs associated with the new position or reclassification. The source of funds should be identified in part B of the IT New Position / Reclassification Request Form; i.e., Reallocation or New Funds.
- 04.02 Exceptions to this policy will require written approval from the Vice President for Information Technology.

05. Process Flow

- 05.01 Figure 1 below outlines the process flow for requests for reclassification and new positions.
- 05.02 For the VPIT pre-audit, send submissions to the Executive Assistant.



06. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

06.01 Major responsibilities for routine assignments associated with this PPS include the following:

<u>Positions</u>	<u>Section</u>	<u>Date</u>
Executive Assistant	All	Annually

Approved: _____
Reviewer

Approved: _____
Vice President for
Information Technology