



Position Classification

POLICY ON POSITION CLASSIFICATION

HUMAN RESOURCES

USG HUMAN RESOURCES OFFICE

JULY 1, 1983

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Policy Statement

The University System of Georgia has established a position classification system to provide the basis for administering a human resources program in the University System. The classification system is based on job categories designed to group positions which have similar duties, have approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, may be compensated at the same general levels of pay, and ensure the University System member institutions meet federal reporting requirements. Campuses are authorized to establish positions within the USG System, to create campus specific job classifications where appropriate based on institutional size, scope and complexity, and to establish salary structures to which the specific job classifications can be linked to guide compensation at the campus level.

This policy ensures consistency among institutions of the University System in the assignment of appropriate position classifications, ensures consistency for meeting applicable reporting requirements, and also affords the appropriate level of flexibility needed at the institutional level.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All Human Resources staff within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

- x A system that that establishes and maintains the overall job structure in an equitable and flexible manner, grouping positions which have similar duties, have approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, and which may be compensated at the same general levels of pay.
- x A program that co-exists with the position classification system to provide an equitable, competitive, and consistent basis for paying employees. A wage and salary administration program will include a salary structure that serves as a logical and ordered framework that combines internal job relationships developed through the job evaluation and classification process with the internal and external prevailing market conditions as reflected by market salary analysis, and provides guidance for determining pay when certain job actions occur, including but not limited to, hires, promotions, reclassifications, and demotions.

Process and Procedures

Position Classification System

A position classification system has been developed and adopted to provide the basis for administering a human resources program in the University System. The classification system was designed to group positions which have similar duties, have approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment, and which may be compensated at the same general levels of pay.

The Vice Chancellor of Human Resources(c)-6.nfmw 32.28 0 Td(3)98 (e)3 Hsd ap(r)4 (e)3.sdM7u (o)2 (f)10 dM

Responsible Parties and Contact Information