Title

Evaluating Positions

HR Policy No: 20.002
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Purpose

To determine the salary grade for positions and to establish the value of a position in the competitive external labor market, as well as internal equity.

Applicability

Administrator and Support Staff (non-union)

Policy

Providence College uses a Point Factor system that takes into account knowledge and skills, essential experience, judgment and ingenuity, level of supervision received, impact of actions, confidential data, level of contacts, complexity of contacts, and level of supervision provided.

Job evaluation is separate from performance appraisals. When a job is evaluated, it is the position that is evaluated, not the incumbent. When the job being evaluated is a new or vacant position, this process is called job evaluation. When the job being evaluated is an occupied position, the process is called job audit.

All new positions, and revised vacant positions, must be fully and accurately described in the Position Description Questionnaire, so that a comprehensive evaluation of the position can be conducted. The final job description does not limit the responsibilities of the position to only those that are listed, but is meant to capture the major areas of responsibility.

New Positions

When a new position has been approved through the budget process, the hiring manager prepares a Position Description Questionnaire (PDQ), Position Justification Form, and an organizational chart showing where the position fits within the department. Questions regarding the appropriate form to be used can be directed to the Director for HRIS & Compensation.

- The hiring manager prepares the PDQ and submits it to the direct supervisor for review and approval.
- The completed PDQ, signed by the next-level supervisor, and the Position Justification Form, signed by the divisional vice president is forwarded to the Director for HRIS & Compensation t for appropriate grade assignment using the Point Factor system.
- Once a grade has been assigned, the Director for Compensation & HRIS completes the Position Justification Form with the recommended salary range and grade.

- A copy of the new job description is attached along with the provided organizational chart and it is brought to the Executive Vice President and the Sr. Vice President for Finance & Business for their approval.
- Once the Position Justification Form is approved, the hiring manager creates a vacancy review request and requisition through the PeopleAdmin system, and the position is posted and advertised.

Vacant Positions

When a position becomes vacant, an audit of the current job description needs to be completed by the hiring manager prior to the position being posted. If there are no changes, the Position Justification Form and organizational chart are completed and forwarded to the Director of HRIS & Compensation for salary review. Once approved by the Executive Vice President and the Sr. Vice President for Finance & Business, a vacancy review request and requisition should be created through PeopleAdmin. If there are changes to the description, the following steps should be followed:

- If there is more than a 20% change in the job description, a new PDQ is required and the process for new positions should be followed.
- If there is less than a 20% change in the job duties, a PDQ is not required, changes may be made on the job description, and the changes forwarded to the Director for HRIS & Compensation for review. The points associated with the position will be reviewed and a determination made as to whether or not the changes to the position warrant a grade change. A Position Justification Form and organizational chart will also be required.

Audits of Occupied Positions

From time to time, it is necessary to request an audit of an existing position based on changes to job duties, supervisory responsibilities, or duty scope. A request for audit may be done once per calendar year.

- The supervisor must complete a new PDQ and forward it along with a memo outlining the nature of the request and any supporting documentation to the divisional vice president for approval. Once approved by the divisional vice president, it is forwarded to the Director for HRIS & Compensation for review.
- Results of the audit will be communicated to the supervisor and divisional vice president upon completion.
- If appropriate, and warranted, a salary recommendation will be made by Human Resources. In most cases, it will be the requesting department's responsibility to procure funds for salary increases.

Miscellaneous Changes to Job Descriptions

- As with vacant positions, if there are minor changes to a position that do not affect the overall responsibilities of the position, such changes may be made directly on the job description and forwarded to the Director for HRIS & Compensation for updating. Minor changes may include reporting lines, changes in software used, or changes in methods used in performing the duties of the position. It is not necessary to complete a PDQ for minor changes.

Responsibility

The senior associate vice president for human resources, or their designee, is responsible for the overall administration of this policy.