Position Classification (40.011)

Introduction
Brown University recognizes the importance, contribution and performance of staff in pursuing, achieving and supporting the university's missions. Therefore, Brown is committed to designing and maintaining compensation policies and programs which ensure equitable job and position evaluation, competitive pay, and performance based pay increases. This policy explains Brown Universities approach to Position Classification.

This policy is organized as follows:

- Job Evaluation
- Job Audits – Reevaluating Occupied Positions
- Title Change Request

Policy Statement
Brown University is committed to a consistent and equitable Position Classification process based on the requirements of the position. This policy applies to all Staff positions within the University.

Job Evaluation
The job evaluation program provides a consistent and equitable method of determining the relative relationship of all Brown's staff positions. Key components of the Job Evaluation system follow:

- All staff positions must have a job description which is evaluated by Compensation Services to determine the appropriate grade.
- The job evaluation is based on the level of skills, knowledge, problem solving and accountability required to perform the job.
- Jobs are organized into salary grades which denote jobs sharing similar levels of experience requirements and provide a salary range which is used to determine an individual's pay.
- When a job is evaluated, it is the position which is evaluated, not the incumbent.
- No staff position may be compensated below the grade level minimum unless performance is a factor.

Under limited circumstances departments may create ungraded internship positions to provide opportunities for career development. Key guidelines follow:

- Such positions should be of a limited duration specifically designed to prepare incumbents to assume the duties and responsibilities of a staff position.
- Human Resources must grant prior approval for all trainee and apprenticeship positions.
- These positions must be paid at least $10 per hour.

Job Audits – Reevaluating Occupied Positions
Job Audits occur when a department head, senior officer or designee has authorized a significant ongoing and substantive increase in responsibilities requiring the incumbent to exercise greater judgment, discretion, and skill within the context of the current position.
• Compensation Services will reevaluate occupied positions that have undergone significant growth and determine through the Job Audit process, whether or not a promotion is appropriate.
• In most cases, incumbents should have successfully performed the new duties which caused the request for the audit for a period of at least three months before a job audit is submitted.

When the work responsibilities, duties, and projects to be performed are so significantly different that they constitute a new job, Human Resources considers this a new position that may require posting to ensure equal opportunity.

**Title Change Request**
When a department proposes a title change separately from the Job Audit process, a justification should be prepared describing why the recommended title more appropriately reflects the position responsibilities.

• Title changes require the approval of the appropriate department head and, in some cases, the senior officer.
• Once approved, the title change should be initiated in Workday.

If the title change is required to accurately reflect substantially different duties of the job, a revised job description and rationale should be submitted to Compensation Services.

**Definitions**

*Job Descriptions:* Each position has a job description that identifies the job's major responsibilities, decision making, accountability, qualifications, and organizational relationships.

*Salary Range:* The salary range is the range of pay that has been established to be paid to employees performing a particular job or function.
Salary range has a minimum pay rate, mid-point range and a maximum pay rate.
The salary range is determined by market pay rates, established through market surveys, for people doing similar work.

**Responsibilities**

*Compensation Services:* Compensation Services key responsibilities include:

• Evaluate job descriptions and approve job audits.
• Review and approve job description changes.
• Approve titles.
• Determine salary ranges and salaries.

*Employee:* Employees are responsible for working with their supervisor to update their job description to reflect any changes of responsibility.

*Supervisors:* Supervisors are responsible for approving any changes to an employee's job description and/or title before obtaining appropriate approvals.

*Department Heads and Senior Officer:* Department Heads and Senior Officers are responsible for approving job audits.

**Forms/Instructions**
*Job Audit Request Form*
*Job Description Form: through Grade 11*
*Job Description Form: Grade 12 and Above*

**Policy Owner** Approved by Vice President for Human Resources

**Contact(s)**
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