

# Reclassifying Position Descriptions

## Recommended Practices

The following are recommended practices to follow when submitting a reclassification action for Texas A&M AgriLife employees.

### **Definition**

A reclassification occurs when job duties, responsibilities, and required qualifications of a position are re-evaluated and the position is assigned a new higher-level title that may also warrant a higher rate of pay. Reclassifications are appropriate when there has been a significant change or increase in job duties/responsibilities, and should not be requested based on the employee obtaining a higher level degree, excellent job performance or other unrelated reasons.

### **Overview**

Reclassifications can be done at any time of year and should be completed online in Workday using two business processes.

First complete an Edit position restrictions business process on the position itself to update the job duties, job requirements and proposed new title and get that process approved and finalized.

Next submit a Job Change>Promotion business process for the person you want to reclassify.

Follow the Job Aids in Workday help for the exact steps and data fields to be entered

Reclassifications can be initiated by either the hiring supervisor or the departmental unit contact. Approvals by hiring manager, department head, human resources and Executive Approver, if applicable, will be handled through the routing/approval process in Workday.

### **Salary Approval**

If the associated proposed salary increase causes the new salary to be outside the lower band of the pay grade for the new title (if the title is in the Pay Plan), an approval memo should be obtained prior to initiating the actions in Workday and the signed approval memo uploaded into Laserfiche WIP Payroll.

### **Tips for Entering Required Information on the Edit Position Restrictions**

**Proposed Title** - Work with your unit departmental contact or HR Generalist for assistance with finding the most appropriate title that fits with the new job duties and for recommendations on salary if a salary increase is warranted.

**Proposed Job Details** – Using the edit position restrictions business process, update the Job Details Section to include job duties, required and preferred education and experience, and required and preferred special knowledge, abilities and skills. Generic position descriptions for all titles in the Systemwide Pay Plan can be found on the HR Website for reference.

Job Duties/Responsibilities: Add new duties and delete or edit existing job duties to reflect the additional duties and level of responsibility. Most positions can be appropriately described in 3 to 10 sections of duties. Any one duty can have several components to help identify the level and scope of the duty being performed. Duties should be grouped into logical sections. Always include one job duty called “Other duties as required.”

Required Qualifications: Required qualifications are the minimum qualifications of education, experience, license/certification, and knowledge, skills and abilities for acceptable performance of the essential functions of the job. Preferred qualifications are the secondary qualifications that are preferred in an employee, but are not required for performance of the essential functions. Required education and experience for all titles in the pay plan can be found on the HR Pay Plan Website within the Generic Position Descriptions. The person you are reclassifying must meet the minimum qualifications for the title they are being reclassified into. If you are reclassifying a position that is not vacant and where the proposed title requires a higher degree than the current title, please submit either a transcript for the incumbent or the 3<sup>rd</sup> page (Verification of Degree Release) of the AG-473, Background Check Disclosure Notice – Authorization Form to [hrbackground@ag.tamu.edu](mailto:hrbackground@ag.tamu.edu).