How to Reclassify a Position Description

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

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. The position's title changes but the PIN stays the same. Reclassifications are appropriate when there has been a significant change or increase in job duties and 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 using GreatJobs. Reclassifications are typically started by a position's hiring supervisor or the departmental unit contact. Following appropriate online routing within the department, the reclassification should be submitted by the unit/department head to HR for review and approval. HR reviews and forwards reclassification actions as soon as possible.

Steps for Creating and Submitting the Reclassification Action

- Login to GreatJobs with departmental unit contact or supervisor user type
- Under Position Descriptions select Begin New Action
- Select Reclassify a Position Description
- Click Start Action
- Search for the position description by entering the employee's name or PIN number
- Click the Search button
- Click Start Action under the title
- Work through each tab section to select the proposed new title, fill in job details including new salary, job duties, and requirements, enter a justification including effective date, attach any necessary documents, and submit to Unit Head for review and approval.

Tips for Entering Required Information on the Reclassification Action

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

Proposed Job Details - Review all information on this tab, enter the new proposed hourly or monthly salary associated funding source, part, account and FTE salary amount in the fields provided, update as needed the number and titles of positions supervised, adjust the percent of time of discretion and independent judgment if this has increased, make sure the correct unit contact, unit head and supervisor names are listed.

Proposed Job Duties - Add new duties and delete or edit existing job duties to reflect the additional duties and level of responsibility. There is not a set requirement for the number of duties sections, but a general guideline is that 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, with the assigned percentages of time for each section between 5% to 35%; the total for all duties should equal 100%. Always include one job duty for "Other duties as required", mark it as non-essential and assign a percentage of 2% to 5% of time.

Proposed Job Requirements - 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. Supervisor user types cannot change these fields as they are typically restricted for the particular title that is being requested, so supervisors should work with the departmental unit contact or HR Generalist to update or adjust the requirements fields prior to submitting the action for approval.

Action Justification - An entry is required in this field and should include the reason the reclassification is needed (ie: significant increase in job duties and responsibilities or new supervisory responsibilities) and an effective date.

Documents - Attach documents such as an organizational chart (required for 02 adloc reclassifications), salary approval memos, etc. If you are reclassifying a position that is not vacant and where the proposed title requires a higher degree than the current title, please attach either a transcript for the incumbent or the 3rd page (*Verification of Degree Release*) of the AG-473, Background Check Disclosure Notice – Authorization Form to the position description. Human Resources will submit the position for final approval once the degree verification is complete.

Routing and Approval - Once the unit contact or supervisor has submitted the reclassification request to the unit head, unit head will submit to HR for review. HR will contact the departmental unit contact to clarify any questions and then route for final approvals. Once the reclassification action is approved in GreatJobs, the unit contact and supervisor will receive an automated email notification. The PAD number listed in the email can be referenced when completing the EPA comments section to notify payroll that it has been approved. The employee should be notified in writing of the new title, salary and effective date and the signed acceptance letter should be sent to payroll for retention in the payroll file in Laserfiche.