



Title: #IV-8C. Review Process for Classified Positions

Date: June 30, 2003 (to replace version dated November 28, 2000)

These procedures are established in accordance with [Series 8](#) of the West Virginia Higher Education Policy Commission.

Introduction

The Position Information Questionnaire (PIQ) provides information about a classified position, and serves as the basis for the assignment of an appropriate title and pay grade. The responsibility for assigning tasks and duties to a position belongs to the supervisor; however, the PIQ may be completed by the employee at the supervisor's request. The PIQ template form is provided on the campus Intranet in the Human Resources Section at http://www.wvup.edu/human_resources/. The user may save the template to a disk and use it to create the individual PIQ. The PIQ cover page will be prepared by the Human Resources Office.

Training on how to complete the PIQ properly is the responsibility of the WVU Classification and Compensation Unit and will be provided to staff and supervisors on a regular basis. The campus Director of Human Resources will also provide individual assistance to supervisors and employees when new PIQ's are developed or existing ones are revised. Generic benchmarks are available in the Library for reference purposes.

All positions, excluding faculty and executive level administrators, are covered under the classified program. In order to assure the appropriate classification and salary, such positions must be classified by the Classification and Compensation Unit in the Department of Human Resources at Morgantown prior to commencement of the hiring process. This review will be conducted by a Compensation Analyst who is professionally trained in the area of job analysis, job evaluation and wage and salary administration.

A PIQ is processed for the purpose of (1) creating a new position (2) modifying an existing PIQ to reflect significant changes in the position; or (3) documenting a routine update or review. The following procedures will be followed at WVU at Parkersburg in requesting classification of new or existing positions:

Classification of a Position

The PIQ for a new position shall be completed by the supervisor, with the advice and assistance of the campus Director of Human Resources. The PIQ must accurately describe the specific needs of the unit and should not be copied from a generic description.

A review of an existing position for possible reclassification is required if, during the annual review, it is determined that significant or substantive changes will be made in the position's principal duties and responsibilities, or when the position becomes vacant. Reviews may also

occur as a result of the restructuring of a unit's workflow or a change in the unit's goals and objectives. Significantly new duties and responsibilities will not be assigned on a permanent basis until the classification review process has been completed.

The campus process for requesting a classification review shall involve the incumbent (unless the position is vacant), the supervisor, executive level administrator and the campus Human Resources Director, and requires the approval of the Campus President. This review shall be initiated by the supervisor and/or incumbent in the form of a memo to the Director of Human Resources with copies to all other parties listed above. The review period, from the time the request is initiated, to the time it is submitted to the President's Office, should take no longer than six weeks, with notification and explanation in writing to all parties if additional time is necessary. The review process for vacant positions that require classification action shall be expedited to facilitate the hiring process.

The supervisor is responsible for initiating a request for the review of a position's classification; however, such reviews may also be initiated by the employee after discussion with the immediate supervisor. The campus Director of Human Resources shall provide advice and assistance to the supervisor and/or employee in the preparation of the revised PIQ. A folder containing the last approved version of the PIQ, and the new revised draft of the PIQ shall be established in the incumbent's department to facilitate the review process.

The supervisor shall communicate to the executive level administrator the proposed changes in the assigned duties and responsibilities of the position and the rationale for seeking a review of the position classification. It shall be the responsibility of the executive level administrator to consult with administrators of other functional areas of the campus, as appropriate, to assure that there is no confusion or overlap in the position assignments of other areas and to seek input from the Director of Human Resources. The Director of Human Resources shall consult with the incumbent, supervisor and/or executive level administrator for clarification of any questions concerning the PIQ and provide any suggestions or advice for consideration by the supervisor in finalizing the revised PIQ.

Following this review a final version of the revised PIQ shall be prepared. If an incumbent occupies the position, the following steps shall occur:

- (1) The incumbent shall sign the final version of the revised PIQ.
- (2) The supervisor shall summarize the changes in the assigned duties and responsibilities, document the rationale and other important factors pertaining to the revision on the Campus PIQ Review Summary form, and attest to the accuracy of the revised PIQ by signing the PIQ and the Campus PIQ Review Summary form. The form shall be added to the review folder and forwarded to the executive level administrator.
- (3) The executive level administrator shall summarize the scope of the campus review on the Campus PIQ Review Summary form, sign the PIQ and summary form, and forward the folder to the Director of Human Resources.
- (4) The Director of Human Resources shall review the revised PIQ for proper completion, verify the types of employees supervised by the position, enter any necessary comments, and sign the Campus PIQ Review Summary form. The review folder shall then be forwarded to the President's Office.

(5) The President shall indicate approval of the request for classification review by signing the cover page of the PIQ (and, if applicable, the second level supervisor line on the PIQ signature page). The President's Office shall distribute copies of the summary form to the Human Resources Office and others involved in the review, and forward the folder promptly to the Classification and Compensation Unit of the Department of Human Resources in Morgantown.

In the case of a vacant or new position, the same steps will be followed; however, only the supervisor's signature will be necessary on the last page of the PIQ, and a Personnel Requisition will accompany the review folder. The President's approval, indicated on the Personnel Requisition and the cover page of the PIQ, will authorize the employment process. The President's Office will distribute copies of the Campus PIQ Review Summary form, and return the folder to the Human Resources Office to seek a classification review from the Classification and Compensation Unit and to follow up on the hiring process.

The analyst in Morgantown assigned to review a position may conduct interviews with the position incumbent and possibly with the immediate supervisor when necessary to clarify the duties and responsibilities of the job. Upon collecting all relevant job data, the analyst will assess the position using the classification system established for higher education in West Virginia with regards to:

- Knowledge
- Experience
- Complexity and Problem Solving
- Freedom of Action
- Scope and Effect
- Breadth of Responsibility
- Intrasystems Contacts
- External Contacts
- Direct Supervision Exercised
- Indirect Supervision Exercised
- Physical Coordination
- Working Conditions
- Physical Demands

Note: It is important to remember that the classification process involves the evaluation and classification of a position and not the employee. The review process is not a means to reward individuals for how well they perform their jobs. It is not based on the volume of work the employee produced or the number of persons for whom one works. It is based on the knowledge, skills and abilities necessary to perform the duties and responsibilities of the job, and not the qualifications, education or training that the individual employee possesses.

All classification recommendations will be communicated in writing to the campus president within 30 work days from the receipt of the PIQ by the Classification and Compensation Unit. Classification reviews for vacancies that must be filled will be reviewed on a weekly basis. Final authority for implementation rests with the Campus President, who has the responsibility for communicating the classification decision to the position incumbent. The effective date of any change in classification of an occupied position will be recommended in the communication from the Classification and Compensation Unit. Funding for classification salary adjustments is from the unit budget.

Routine Reviews and Updates

The PIQ for an existing position shall be reviewed by the supervisor annually at the time of performance appraisal. Reviews may occur at other times throughout the year, as required, due to a vacancy in the position, the restructuring of a unit's workflow, or changes in the unit's goals

and objectives. Changes or additions to the PIQ will not be made without the knowledge of the employee, or without the approval of the supervisor and executive administrator.

If no changes in job responsibilities are indicated during the employee's annual performance review, it shall be noted on the Performance Appraisal form that the PIQ was reviewed and no changes are recommended. In this case, a new PIQ cover page, indicating "annual review" and signature page shall be printed and signed by the employee, supervisor, and administrator, and submitted to the Human Resources Office with the completed performance evaluation. Routine updates shall also be noted on the performance appraisal form. The cover page of the updated PIQ should indicate "annual review." Updated PIQ's and/or new cover and signature pages for unchanged PIQ's will be forwarded by the Human Resources Office to the Classification and Compensation Unit for retention in the central file.

Routine updates may also be recommended by the supervisor when a vacancy occurs in the position. An accurate and current PIQ shall be attached to the Personnel Requisition. (Refer to Institutional Policy [#IV-8A](#), "Campus Hiring Guidelines.")