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 **Office of Human Resources**

### Request for Job Analysis

Steps for requesting a position classification review:

[ ]  Employee, supervisor and second level supervisor complete this *“Request for Job Analysis*” form.

Submit form to Human Resources; HR will schedule a meeting with the employee and supervisor.

[ ]  After meeting with HR, the employee completes the *“Job Analysis Classification Employee Questionnaire”* form and submits the form to HR and provides a copy to the supervisor.

[ ]  The supervisor and second level supervisor review and discuss the current PI form for the position, AND update a new PI form with any required information (if applicable).

The second level supervisor submits the original and the updated PI form (if applicable) to HR.

[ ]  Upon receipt of the *original* PI form, the *updated* PI form, and the “*Job Analysis Classification Employee Questionnaire*” form the Human Resources Office will schedule a desk audit, as required.

Employee's Name:  Dept:

Current USM Job Classification Title:

 [ ]  Exempt [ ]  Non-Exempt [ ]  Contingent II: Exempt [ ]  Contingent II: Non-Exempt

Current Internal Job Title (if applicable):

Current Annual Salary:

Who is requesting the job analysis study? [ ] Employee [ ]  Supervisor [ ]  Second Level Supervisor

Justification: (Explain how the job duties and responsibilities of the position have significantly changed?)

What is Reclassification?

It is a change in the job classification of a position caused by a substantial and significant change in the duties and responsibilities of the position, which clearly establishes the position into another USM Job Specification. A classification review may result in a higher, lower, or lateral classification change.

\*NOTE: Keep in mind that most jobs will evolve and change over time, due to changes in the workplace. Likewise, the USM Job Specifications and the assigned Pay Structure are also modified and changed to reflect those market and workplace adjustments. They are updated to ensure that current jobs are still within the Job Specification assigned to that position. The USM Job Specs and Pay Structure are biennially evaluated and adjusted to ensure that USM institutions and positions are consistent and compliant with all workplace and market changes - from a job assignment perspective and within the appropriately slotted market-based pay range.

Reclassifications are not justified for:

* Workload, volume of work or efficiency of workload
* Increased quantity of work
* Job performance of incumbent
* Longevity in position or at the university
* Additional salary dollars

**Required Signatures:**

**Employee:**

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*Signature* Date

**Supervisor:**

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*Signature* Printed Name Date

**Second Level Supervisor:**

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*Signature* Printed Name Date

*\*Signature of supervisors* ***does not indicate approval of any change in classification and/or pay****, but merely an acknowledgement that a job analysis is being requested.*