

CP 2-22: Classified Staff Position Descriptions, Salary Schedule and Placement, and Position Reviews

COLLEGE PROCEDURES CP 2-22

APPROVED: February 24, 2003

EFFECTIVE: February 24, 2003

REFERENCES: BP 2-22 and Section 3-0401 of the Montana Operations Manual

Before a classified staff position can be placed on the approved salary schedule, a position description must be developed. The position description should include the following descriptive elements: title, assigned division and department, exempt or non-exempt status, supervision received, supervision exercised, job summary, list of duties and responsibilities, required and preferred qualifications, and physical requirements of the position. Upon completion of the position description, a three person panel appointed by the President and comprising one staff member and two administrators will evaluate the position using an approved position evaluation methodology and grading system.

A position review or desk audit may be requested by either a classified employee or his/her immediate supervisor. Position reviews are usually conducted when significant changes have been made to the duties and responsibilities of a position. A significant duty or responsibility change is one that is consistently being accomplished by the employee, not one that is infrequent or not in keeping with current duties and responsibilities.

In the case where a significant change has occurred or is perceived to have occurred, a review of the current position description is first conducted by the employee and supervisor. If a change is deemed to be significant by both employee and supervisor, the position description is revised and submitted for re-evaluation by three staff members. If a change is deemed to be significant by only one party, a conference between the employee, his/her supervisor, and the President shall be conducted. The conference will address the nature of current duties and responsibilities in light of the position description. If the President contends that the change is significant, the position description will be revised and submitted for re-evaluation. If the President contends that the change is not significant, the current position description will remain as written.

If the result of the position evaluation dictates a change in pay grade, the change will be retroactive to the date of the review and completion of all paperwork, including the preparation and approval of the new job description. If the result of the position evaluation does not dictate a change in pay grade, the employee will remain in their current pay grade.

SCOPE These procedures apply to Dawson Community College.
