



## Policy 4.43 Job Evaluation & Classification

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Compensation

**Effective Date:** March 30, 2007

**Last Revision:** May 07, 2007

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### Policy Details

The primary means for assigning jobs to pay ranges within Emory's established salary structures is to place jobs in the salary ranges in which the range midpoints most closely approximate the market rates for the jobs. Because market data is not available for all Emory jobs, a job evaluation system is used as a supplementary method for assigning pay ranges to jobs.

The basic components of the job evaluation process include job analysis, evaluation and classification. The job evaluation process requires an examination of compensable factors such as education, experience, accountability, supervisory responsibility, level of judgment, consequence of error, and budget responsibility in order to classify a position appropriately in comparison to other titles, both internal and external to the organization.

Job analysis determines the job's function and involves research which may include a review of current job descriptions (including comparable positions, benchmarks and/or other positions within the department), comparisons with other organizations, discussions with department heads and observation of incumbents.

Job evaluation is the measurement and evaluation process which results in a determination of the relative worth of the job within the context of all other jobs within the University.

Position classification is the formal assignment of a specific position to a job title and pay grade.

Managers and supervisors are responsible for monitoring the appropriate classification of positions within their units and should provide each of their employees with a current job description, available from Compensation, the Human Resources website, or the departmental Human Resources Representative. With approval from the appropriate Vice President, Dean, Director or Department Head, they should initiate contact with Human Resources when creating new positions or reclassifying current ones.

**JOB EVALUATION PROCESS** A department submits a position description to Compensation, which includes a description of the minimum qualifications required for the job. This information is compared to similar positions within the department and across the organization. Compensation collaborates with the departmental contact to determine an appropriate classification for the position. A department may choose to use a working/ internal title to identify a position (e.g. one that is considered industry standard or more descriptive of specific departmental duties); however, the official university classification title will be used for purposes of compensation analyses, survey response and employment verification. The department also may develop a detailed position description for internal use.

### PROCEDURE TO FILL A NEW POSITION

New positions are established and filled by: 1) submitting an Employment Requisition to the Employment Department to post the position, or by 2) processing an Administrative Decision Request Form through the Office of Equal Employment Opportunity Programs. Either process requires approval from the appropriate Vice President, Dean, Director or Department Head.

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.43>

## Revision History

**No previous versions of this policy were found.**

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