31.01.99.L2
Creating, Reclassifying, and Re-titling Positions

Last updated: September 1, 1998
Supplements: System Policy 31.01 Compensation

1. GENERAL

To ensure consistency, all new, reclassified, or re-titled Texas A&M International University budgeted classified and non-classified positions will be reviewed by the Office of Human Resources, unless otherwise delegated, prior to the position being established or re-titled. This rule does not apply to faculty.

2. GUIDELINES

2.1 Classified Positions

2.1.1 Creating New Positions

Requests for new positions will be initiated by submitting a completed Position Analysis Questionnaire (available from the Office of Human Resources), and a departmental organizational chart forwarded through appropriate channels including deans, directors and Vice Presidents to the Director of Human Resources for review and comment and forwarded to the President for approval. The Office of Human Resources will conduct a job study. The requesting department will attach a copy of the approved Position Analysis Questionnaire to the Personnel Requisition available from the Office of Human Resources and submit both to the Office of Human Resources for advertising. (For more information see University Rule 33.99.01.L2.).

2.1.2 Reclassifying Positions

Requests for reclassification of an existing position will be initiated by submitting a completed Position Analysis Questionnaire and organizational chart through the appropriate administrative channels to the Director of Human Resources. The Office of Human Resources will conduct a job study to determine the appropriate title and salary for the position and submit a recommendation to the President. The President's approval serves as authority to reclassify the position. The requesting department will attach a copy of the approved Position Analysis Questionnaire to a Staff Budget/Action Form available from the Office of Human Resources and submit to the Office of Human Resources for processing.
3. NONCLASSIFIED POSITIONS

A request to create a new or re-title an existing non-classified position, other than faculty positions, will be submitted by memorandum through the appropriate administrative channels to the Director of Human Resources. Each request will include a proposed title, suggested salary, justification, source of funds, completed Position Analysis Questionnaire, and organizational chart. The Office of Human Resources will conduct a job study and submit a recommendation to the President. The President's approval serves as authority to create or re-title the position.

4. WAGE POSITIONS

Appointments of wage employees involves the preparation, approval by the department head and processing of a Staff Budget/Action Forms.

OFFICE OF RESPONSIBILITY:

Office of Human Resources