Requests for a Reassessment/Reclassification are to include the following:

- Rationale/justification memo
- Position questionnaire
- Organizational chart (a copy of the Workday organizational chart is sufficient)
- Current signed job description on file Proposed job description with assigned effort (%) for each accountability. The proposed job description to be signed by the supervisor and should not be signed by the employee.
A discovery phone call with Compensation is the initial step if a position reassessment is being considered. The phone meeting, scheduled by KSOM Human Resources, will include the requesting department manager or administrative representative, KSOM’s Compensation partner and a KSOM HR representative. Please be prepared to answer specific questions to assist Compensation with determining if the proposed job title change is warranted and if a position reassessment (or other action plan) is recommended.

Please contact your KSOM HR representative as soon as possible to allow time to schedule the discovery phone meeting with Compensation.

Please refrain from completing the request packet documentation until the discovery phone meeting has been conducted.
The Position Questionnaire is to be completed by the employee under consideration in his or her own words. The goal is for the employee to accurately and thoroughly detail his or her current scope of current responsibilities.
Identification

Please ensure information is thoroughly completed. The signatures serve as the employee’s and requesting supervisor’s acknowledgement that the information provided is accurate.

The employee is required to complete the position questionnaire including the position summary.
Question One: Major Job Responsibilities

Employees completing the Position Questionnaire must list the primary job duties performed using their own words; verbiage taken directly from the job description will not be accepted.

A thorough explanation of the specific job duties and overall scope of responsibilities, with supporting examples, will help expedite the review process.

QUESTION ONE: MAJOR JOB RESPONSIBILITIES

What are your major job responsibilities? List each responsibility and indicate the appropriate percentage of total time spent in that responsibility. The sum of the percentages should equal 100%. Indicate the importance of each responsibility in the last column, using the key below.

* Key:
  * 1. Primary importance and highest priority
  * 2. Secondary importance and priority
  * 3. Lowest importance

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>% of Time</th>
<th>Importance</th>
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<td>10</td>
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Question Two: Problem Solving

Please ensure this section is thoroughly completed. Indicate “Not Applicable” or “N/A” when necessary.
Question Three: Decision Making

This section should indicate how much discretion and independent judgment is exercised.

Exempt positions typically reflect a significant amount of independent decision-making authority with a direct impact on business operations.
Question Three: Budget Administration

Please ensure this section is thoroughly completed. Indicate “Not Applicable” or “N/A” when necessary.

**QUESTION FOUR: BUDGET ADMINISTRATION**

Are you responsible for developing, monitoring or administering an income and/or expense budget? Check the appropriate responses below to indicate the budget related responsibilities.

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<tr>
<th>Income</th>
<th>Expense</th>
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**Budgetary responsibilities are for a:**

- [ ] Unit
- [ ] School
- [ ] Division
- [ ] Program/Project
- [ ] Department
- [ ] University
- [ ] Other
Exempt positions typically supervise a minimum of 2.0 FTE paid USC staff with the direct authority to hire, terminate, counsel, evaluate and recommend wage adjustments.
QUESTION SEVEN: COMPUTER RELATED DUTIES (Information Technology positions only):

1. Are you primarily a:
   □ Programmer  □ Systems Analyst  □ Software Engineer
   □ Database Administrator □ Other (specify): ____________________________

2. Do your duties include design and development of (check all that apply):
   □ Applications  □ Operating Systems  □ Networks
   □ Other (specify) ____________________________
   □ Not involved in software or system design

3. If you checked more than one of the categories above, approximately what percentage of the time is devoted to each?
   Application Design ______ %  Operating Systems Design ______ %
   Network Design ______ %  Other Design Work (specify) ______ %
   Activities other than software or system design ______ %

4. Are you required to consult directly with end users to determine hardware, software or system functional specifications?  □ Yes □ No  If yes, explain: ____________________________________________________________
   ________________________________
   ________________________________
   ________________________________

5. Are you required to design, develop, document, test, or modify computer systems or programs (including prototypes) based on existing specifications established by others?  □ Yes □ No  If yes, explain:
   __________________________________________________________
   ________________________________
   ________________________________

THANK YOU
FOR COMPLETING THE QUESTIONNAIRE
HR Quick Reference Guide
Request for Position Reassessment

For detailed information, please refer to the **Staffing and Classification Procedures** available at:

http://www.usc.edu/dept/hr/hra/411/Staffing_Classification_Procedures.pdf

Questions may be directed to KSOM Human Resources at extension 23913.

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**USC Human Resources Administration – Compensation Office**

**Staffing and Classification Procedures**

**Roles and Responsibilities**

**Department**

Department administrators, senior business officers, human resource directors and managers, home department coordinators and supervisors are responsible for assuring their department’s compliance with staffing and classification procedures and staff wage and salary guidelines, including approval and recordkeeping requirements.

Schools and divisions are encouraged to establish additional departmental procedures to clarify senior management’s expectation for requests, review, approval and documentation of employment actions. These Staffing and Classification Procedures provide departments with a framework around which those internal procedures must be developed and executed.

Schools and divisions also have a responsibility to review and evaluate, at least on an annual basis, their mission statement, short-term and long-term goals and objectives, operation, organizational structure, budget availability, and business needs in terms of staffing levels for new or existing positions. Review and evaluation of the organizational structure should include hierarchy, job classifications, distribution of duties and responsibilities, supervisory responsibility and impact of creating, filling or eliminating positions.

From time to time, the Staffing and Classification Procedures may be modified because of special circumstances that require additional restrictions or changes in procedure or levels of approval. Failure to comply with the requirements set forth in university and department policies and procedures will be cause for disciplinary action, up to and including termination.

**Compensation Office**

The Compensation Office in Human Resources Administration is responsible for the following:

- establishing university compensation principles, determining salary/wage guidelines, and staffing and classification procedures;
- reviewing and recommending/approving all proposed pay increases based solely on equity or that include a component of equity;
- creating job descriptions in accordance with university business practices that comply with state and federal law;
- determining the classification of positions;
- ensuring departments utilize job descriptions that most appropriately match work performed;
- conducting job audits to confirm appropriateness of job descriptions;
- conducting and participating in compensation surveys on behalf of the university;
- advising departments on various compensation matters including market comparisons based on both internal and external benchmarking; and