Requests for Position Reassessment may be directed to KSOM Human Resources inclusive of the following:

- Rationale/justification memo
- Position questionnaire
- Organizational chart (with detailed reporting structure for proposed position)
- Current job description on file with employee’s signature
- Proposed job description (addendum optional)

Forms may be obtained from KSOM Human Resources
Pre-Request Meeting with USC Compensation

As of December 1, 2015, a pre-request meeting is required before a reassessment request packet can be submitted to USC Compensation. The meeting will include the requesting department manager or administrative representative, KSOM’s Compensation partner and KSOM HR.

Please contact your KSOM HR Generalist as soon as possible to allow time to schedule the pre-request meeting with USC Compensation.
Position Questionnaire

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 Two: Problem Solving

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

**QUESTION TWO: PROBLEM SOLVING**

Give examples of the types of problems you are expected to solve. How accessible is the information required to solve these problems?

<table>
<thead>
<tr>
<th>Information Accessibility</th>
<th>Accessibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easy to obtain</td>
<td></td>
</tr>
<tr>
<td>Generally available but none investigation necessary</td>
<td></td>
</tr>
<tr>
<td>Difficult to obtain and usually incomplete</td>
<td></td>
</tr>
<tr>
<td>Very difficult or unavailable</td>
<td></td>
</tr>
</tbody>
</table>

Typical Problem to be Solved

____________________________

____________________________

____________________________

____________________________

____________________________

How often does the position require confronting problems that are not covered in the prescribed policies or guidelines?

- [ ] Daily
- [ ] Weekly
- [ ] Semi-Monthly
- [ ] Monthly
- [ ] Infrequently
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.

Income
- _____ No responsibility for developing or administering a budget
- _____ Gathers facts and figures used to develop a budget
- _____ Processes transactions
- _____ Tracks and reconciles budget activity
- _____ Analyzes variances and prepares status reports
- _____ Prepares forecasts and projections used to develop a budget
- _____ Develops and administers a budget

Expense
- _____ No responsibility for developing or administering an expense budget
- _____ Gathers facts and figures used to develop an expense budget
- _____ Processes transactions
- _____ Tracks and reconciles expense activity
- _____ Analyzes variances and prepares status reports
- _____ Prepares forecasts and projections used to develop an expense budget
- _____ Develops and administers an expense budget

Budgetary responsibilities are for:
- _____ 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

Please complete for Information Technology (IT) positions only.

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
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, operations, 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