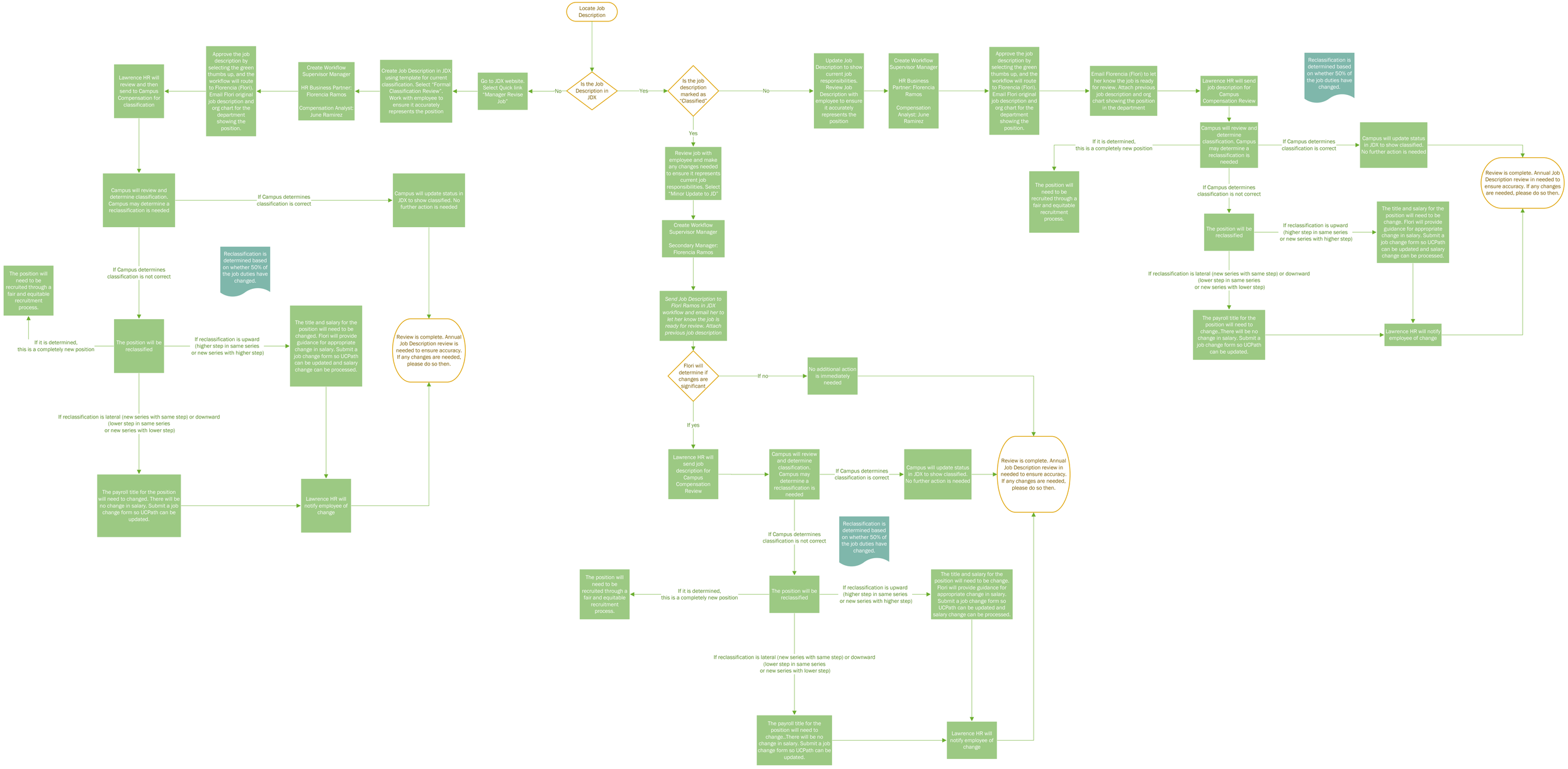
Locate Job Description
Is the Job Description in JDX
No
Go to JDX website. Select Quick link "Manager Revise Job"
Create Job Description in JDX using template for current classification. Select "Formal Classification Review". Work with employee to ensure it accurately represents the position
Create Workflow Supervisor Manager
HR Business Partner: Florencia Ramos
Compensation Analyst: June Ramirez
Approve the job description by selecting the green thumbs up, and the workflow will route to Florencia (Flori). Email Flori original job description and org chart for the department showing the position.
Lawrence HR will review and then send to Campus Compensation for classification
Campus will review and determine classification. Campus may determine a reclassification is needed
If Campus determines classification is correct
Campus will update status in JDX to show classified. No further action is needed
Review is complete. Annual Job Description review is needed to ensure accuracy. If any changes are needed, please do so then.
If Campus determines classification is not correct
Reclassification is determined based on whether 50% of the job duties have changed.
The position will need to be recruited through a fair and equitable recruitment process.
If it is determined, this is a completely new position
The position will be reclassified
If reclassification is upward (higher step in same series or new series with higher step)
The title and salary for the position will need to be changed. Flori will provide guidance for appropriate change in salary. Submit a job change form so UCPath can be updated and salary change can be processed.
If reclassification is lateral (new series with same step) or downward (lower step in same series or new series with lower step)
The payroll title for the position will need to changed. There will be no change in salary. Submit a job change form so UCPath can be updated.
Lawrence HR will notify employee of change
Yes
Is the job description marked as "Classified"
No
Update Job Description to show current job responsibilities. Review Job Description with employee to ensure it accurately represents the position
Create Workflow Supervisor Manager
HR Business Partner: Florencia Ramos
Compensation Analyst: June Ramirez
Approve the job description by selecting the green thumbs up, and the workflow will route to Florencia (Flori). Email Flori original job description and org chart for the department showing the position.
Email Florencia (Flori) to let her know the job is ready for review. Attach previous job description and org chart showing the position in the department
Lawrence HR will send job description for Campus Compensation Review
Reclassification is determined based on whether 50% of the job duties have changed.
Campus will review and determine classification. Campus may determine a reclassification is needed
If it is determined, this is a completely new position
The position will need to be recruited through a fair and equitable recruitment process.
If Campus determines classification is correct
Campus will update status in JDX to show classified. No further action is needed
Review is complete. Annual Job Description review in needed to ensure accuracy. If any changes are needed, please do so then.
If Campus determines classification is not correct
The position will be reclassified
If reclassification is upward (higher step in same series or new series with higher step)
The title and salary for the position will need to be change. Flori will provide guidance for appropriate change in salary. Submit a job change form so UCPath can be updated and salary change can be processed.
If reclassification is lateral (new series with same step) or downward (lower step in same series or new series with lower step)
The payroll title for the position will need to change..There will be no change in salary. Submit a job change form so UCPath can be updated.
Lawrence HR will notify employee of change
Review job with employee and make any changes needed to ensure it represents current job responsibilities. Select "Minor Update to JD"
Create Workflow Supervisor Manager
Secondary Manager: Florencia Ramos
Send Job Description to Flori Ramos in JDX workflow and email her to let her know the job is ready for review. Attach previous job description
Flori will determine if changes are significant
If no
No additional action is immediately needed
If yes
Lawrence HR will send job description for Campus Compensation Review
Campus will review and determine classification. Campus may determine a reclassification is needed
If Campus determines classification is correct
Campus will update status in JDX to show classified. No further action is needed
Review is complete. Annual Job Description review in needed to ensure accuracy. If any changes are needed, please do so then.
If Campus determines classification is not correct
Reclassification is determined based on whether 50% of the job duties have changed.
The position will need to be recruited through a fair and equitable recruitment process.
If it is determined, this is a completely new position
The position will be reclassified
If reclassification is upward (higher step in same series or new series with higher step)
The title and salary for the position will need to be change. Flori will provide guidance for appropriate change in salary. Submit a job change form so UCPath can be updated and salary change can be processed.
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The payroll title for the position will need to change..There will be no change in salary. Submit a job change form so UCPath can be updated.
Lawrence HR will notify employee of change