

SKIDMORE

OFFICE OF HUMAN RESOURCES

Position Description Process

1. Supervisor identifies need for a new position description (PD) or substantive update to existing PD. Position description is drafted for review with the Assistant Director for Compensation. (Please see the Position Description Development Guide for more details on developing a PD.) They will discuss the vision for the organization of the department and an organization chart will be developed.
2. When the final draft of the position description is complete, it is forwarded to the Assistant Director for Compensation for the Department of Labor's Fair Labor Standards Act (FLSA) review to determine whether the position is exempt (salaried) or nonexempt (hourly) and to assign the appropriate salary band.
3. A review with market data is also done at this time to confirm proper placement.
4. The results are communicated back to the position's Supervisor.
5. If there are questions arising from the review process regarding the responsibility level or scope of the position, the Supervisor may be asked to complete an additional detail form for a more explicit description of the position.
6. If this is a vacant position, the Supervisor will begin the hiring process by receiving initial approval to commence a search from their supervisor and President's Cabinet. After this initial approval is obtained, the Supervisor will complete a job requisition in Oracle Cloud.
7. If the position has a current incumbent, the Assistant Director for Compensation will determine if there is any salary impact based on the revisions to the PD. This info is communicated back to the Supervisor.
8. Any approved pay changes will take effect with the beginning of the next pay period.
9. When the PD is complete and has been reviewed and banded, it will be signed by the Supervisor and the incumbent (if there is one) and filed in Human Resources.