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 by the supervisor who may also involve the employee. (Please see the Position Description Development Guide for more details on developing a PD.) If the change is part of an overall reorganization, the supervisor will consult with the Associate Director for Compensation in Human Resources. 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 and approved by the Vice President of the division, it is forwarded along with the Staff Position Evaluation and Review Process Request Form and org chart, to the Associate 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. If there are questions arising from the review process regarding the responsibility level or scope of the position, the Supervisor may be asked to provide additional information as needed to finalize the description of the position.

4. A compensation review with market data may also be done at this time to confirm proper placement.

5. Timeline is up to approximately 45 days after all required info is received.
    a. These are the factors affecting the timeline:
        i. Revision of current position vs review of new position
        ii. Time sensitive refill will be given priority
        iii. Multiple positions review or complex organizational changes will take longer

6. The results are communicated back to the position's Supervisor.

7. If this is a vacant position, the Supervisor will begin the hiring process by receiving approval to commence a search from the vice president of their division. After this approval is obtained, the Supervisor will complete a job requisition in Oracle Cloud. Click here for instructions on initiating a job requisition: Recruitment Process (skidmore.edu)

8. The vice president must have approval through the Positions Review Group prior to initiating a search or reorganization.

9. If the position has a current incumbent, the Associate 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.

10. Any approved pay changes will take effect with the beginning of the next pay period and a letter will be provided to the incumbent detailing the changes.

11. 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.