

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05 Human Resources</b>
<b>05.303 Classification And Allocation Of Positions</b>	

Policy Statement:

All positions in the classified service are assigned to a class of positions (or title) which reflect accurately and currently the duties, responsibilities, qualifications, and other work requirements of all positions within the class. Each class involves substantially the same kind and level of work in terms of complexity and responsibility as well as comparable educational and experience requirements. Titles assigned to each class of positions are descriptive of the nature of the work performed by the positions within that class.

Application of Policy.

Regular Staff

Definitions.

**1. Job Description**

Human Resource Services has prepared a written description for each class of positions, and such job descriptions include a class title; typical duties and responsibilities representative of those performed by incumbents of the class; educational and experience qualifications required; type and extent of supervision received and given; and such other allocation factors which are pertinent to the class.

- a.) Job Descriptions are specific to each position in relation to essential functions and responsibilities for each position.
- b.) Job descriptions will not contain qualifications which would serve to bar the physically or mentally disabled unless such restricting qualifications are demonstrably inherent in the class such as, for example, the requirement for a certain educational or training level, the need to walk, bend, or lift in the performance of normal and typical duties, the necessity for working in confined spaces, on ladders or scaffolds, etc.

**2. Use of Class Titles**

- a.) No person shall be appointed to, or employed in, a position in the classified service under a title not included in the current Personnel Pay Plan.
- b.) Official class titles must be used in all personnel, budget, accounting, and financial records. Internal working titles used in connection with departmental routine to indicate functional or authority status or administrative rank within the work unit may be used for these purposes.

Procedures and Responsibilities.

Procedure / Duty

1. Each class or title is analyzed and evaluated in relation to all other classes and allocated to a salary level which ensures its proper and equitable internal relationship to all other classes.
2. Individual positions are allocated to appropriate classes or titles which in turn determines the salary range applicable to the position.

Responsible Party

Human Resources Compensation

Human Resources Compensation

References and Cross-references:

None

Forms and Tools.

None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: