



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DDA-5 Evaluation of Non-Faculty Positions

APPROVED: November 27, 1985 **REVISED:** April 9, 2007
Year of last review: 2022
AUTHORIZING BOARD POLICY: DDA

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish the responsibility and procedures regarding the creation of a new position, creation of a new position title and evaluation of an existing position. This will be made without regard to race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity and in keeping with the laws and regulations of the State of Texas and the Operating Board Policies.

PURPOSE:

1. Develop job content information for new positions which defines the essential duties and responsibilities of each job and based upon such information, assure equitable valuation of jobs in the District.
2. Provide a systematic and factual basis for sound job evaluation to ensure that all positions equitably reflect job level, requirements, responsibilities, and title in relation to other jobs in the District.
3. Provide a framework to assure that jobs are properly classified.

PROCEDURE:

- I. Jobs will be evaluated using the “Position Description Questionnaire (PDQ)” form and departmental organization charts. These documents may be supplemented with other relevant information sources.
- II. Create New Position:
 - A. If the request is for review of the proper Classification of a New Position, the PDQ should be prepared by the immediate supervisor of the position and forwarded through administrative channels to the Vice President. Upon approval by the Vice President, the documents will be forwarded to the Human Resources Department for further processing.
 - B. The supervisor initiating the request will complete a PDQ and provide a departmental organization chart (current and proposed) for the job to be evaluated. Each section of the PDQ will be completed by the supervisor reflecting job functions and the best estimate of the scope and depth of the job under consideration.
 - C. The supervisor initiating the request will recommend a title which is descriptive of the major functions to be performed by the newly created job. Human Resources will manage and control the assignment and creation of titles which will denote both functional and organizational level of the job to maintain organizational consistency.
 - D. Upon preliminary evaluation of the documents, Human Resources may request additional information necessary to clarify and/or justify the request. The position will be compared to the classification and level of other positions within the department and District to assess that the evaluation is properly aligned to other jobs within the District.
 - E. The grade assignment resulting from the review process will be discussed with the supervisor who initiated the evaluation request. The grade determination for the job will either be approved or disapproved by the Vice President of the division in which the job will exist. If disapproved, the evaluation will be forwarded to the Executive Director of Human Resources for further review.

III. Evaluate Existing Position:

- A. Department supervisor completes the PDQ form notifying Human Resources of situations in which:
1. Kind of work performed and the responsibilities of the position appear to be out of line with other jobs in the District. The PDQ is an analysis of the duties and responsibilities; it is not concerned with an individual's ability or qualifications.
 2. Positions in their area of responsibility have undergone significant changes to the essential functions of the job (the reason the job exists).
 3. The supervisor has experienced difficulty in recruiting qualified individuals.
 4. Unusual or unacceptable job turnover.
- B. The re-evaluation of jobs shall occur on an on-going basis and shall parallel the budget development process. Requests for re-evaluation may be initiated by the supervisor. Unless there is significant change in a job that can be verified by the documentation of functions performed, jobs may not be submitted in successive evaluation cycles. Jobs that have been upgraded or downgraded may not be re-submitted for consideration for one year after the evaluation has become effective. Revisions to jobs, job descriptions and/or factors as a result of a re-evaluation shall normally become effective in the new fiscal year.

IV. Audit of Jobs:

- A. In order to assure that jobs are properly classified, the Department of Human Resources shall select approximately one fifth of the jobs every year to be audited. Thus, each job will be evaluated a minimum of every five (5) years. Once jobs to be audited have been identified, documentation as cited in Section III (Evaluate Existing Position) shall be requested from the department supervisor.
- B. The audit of jobs shall occur on an on-going basis and shall parallel the budget development process. Revisions to jobs, job descriptions and/or factors as a result of an evaluation shall normally become effective with the new fiscal year.