

## **Operating Staff Classification Process**

### **Introduction**

A position classification requires the completion of the Position Description Questionnaire (PDQ). This form requires information about the type of supervision received by the incumbent, any supervision required of the incumbent, a listing of duties and responsibilities specific to the position, and the minimum qualifications required to perform those duties and responsibilities.

Each Operating Staff (OS) position is classified to a corresponding generic "job description" called a classification specification. The class spec outlines the main function of jobs in the classification, general duties and responsibilities performed in such jobs, minimum acceptable qualifications required to perform the jobs, and in some cases, additional desirable qualifications.

Classifications are assigned salary ranges, based on the market value of the job. To determine the market value, the classification is matched to comparable jobs in local and regional salary surveys. The average salary range midpoint from such salary survey data is compared to the midpoint of ranges on the USNH Operating Staff Wage Schedule to determine the salary range assignment of a new job or to compare existing salary ranges with the market. Salary survey data is constantly maintained and updated in order to monitor the market comparison of the ranges assigned to each classification.

- **To classify a new position:**
  - The PDQ form is completed by the supervisor and forwarded to the appropriate administrator(s) for approval to establish the position.
  - If approved, the PDQ form is submitted to the Human Resources Office for review and classification.
  
- **Classification review of an existing position:**
  - A request for classification review of an existing position requires significant changes in the duties and responsibilities of the job since its last review. When the incumbent staff member believes such changes have occurred, s/he discusses the changes with the supervisor. The changes must be more than an increase in the

volume of work required, such as a different duties and higher skill levels.

- If it is agreed that the changes are significant enough to warrant classification review, the incumbent completes the PDQ and forwards it to the supervisor who reviews and edits the PDQ and discusses any changes with the staff member.
- After that, it is sent to the appropriate administrator(s) for approval, then submitted to Human Resources for review and classification by a Human Resources professional.
- **A supervisor may APPEAL a classification determination to the Chief Human Resources Officer or her/his designee, as applicable.**
  - The appeal must be in writing and must provide additional information not contained in materials previously submitted for review.
  - The classification decision made by the Chief Human Resources Officer is final.

**For Additional Information:** Please contact your Human Resources Office.