



Overview of Position Classification Review

A filled position can be submitted through the appropriate VP during the annual position classification review window when there has been a permanent, significant change in the level, complexity, and nature of position responsibilities based on a business or organizational need and the current classification may no longer be reflective of the work being performed.

Human Resources will review positions submitted and for those centrally funded positions approved to change classifications, any required funding will come from centrally allocated dollars. For self-funded positions, departments will need to work with the Budget Office to find appropriate funding sources. Positions approved for a change in classification will be prioritized based on the significance of change in the position responsibilities and available funding. The effective date of any approved changes will be communicated and take place once all reviews are complete.

Vacant positions may also be submitted through the appropriate department head during the annual window for review. Funding for any approved changes to classification will follow the above stated guidelines; *however, filled positions will be prioritized over vacancies for funding purposes.* Please note that due to the volume of requests received, recruitment for a vacant position will be delayed pending the completion of all position reviews. If a department has an immediate need to fill a vacancy, the regular process for submitting a vacancy for review should be utilized by submitting a [HRM4](#) and [HRM5](#). This will require that the department find appropriate funding sources for any approved change in classification, as the centralized pool for state-funded positions will not be available.

Helpful Guidelines for Submitting Positions for Review

What factors justify a position being submitted for review?

- There has been a permanent, significant change in the level, complexity, and nature of position responsibilities and the current classification is not reflective of work being performed.
- The addition, deletion, or change in responsibilities comprises a significant percentage of the overall duties of the position.

What factors do not justify a position being submitted for review?

- Performance of the incumbent in the position



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- Knowledge, skills, and abilities possessed by the incumbent which are not required or regularly used in the position
- Retention of a specific employee when position responsibilities have not significantly changed
- Increase in workload that is of the same nature and level of complexity (volume)
- Potential future changes to a position's duties
- Desired salary changes when position responsibilities have not significantly changed
- The addition of responsibilities of a different nature that are lower level (found in lower pay grades)
- Technological changes or tools (i.e. new software) that do not substantially alter the essential functions of the position

For questions regarding these guidelines or the position review process, please contact your [HR Consulting Team](#).