OM 3.3.2 Position Classification Procedures

Position Classification Procedures are under the direction of the Director of Human Resources Operations. Procedures includes:

1. Classify job descriptions of all newly authorized positions and assign a salary grade level and title to each new position;
2. Evaluate jobs by objective criteria based on the duties and responsibilities assigned to the positions, and not on the incumbent’s personal qualifications or ability

History

July 1987
Revised July 1989
Revised July 1996
Revised January 2004
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