


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 415.9	
		Page 1 of 1	
		Last Revision Date:	03-24-2022; 11-17-2020; 09-30-1998
		Effective Date:	09-30-1998
		Last Review Date:	03-24-2022
Section:	Personnel	Subject:	Position Classification

PURPOSE

The Position Classification Procedure utilizes the *Decision Band Method* for the creation of new positions and restructuring of existing positions.

PROCEDURE

1. Creation of New Positions (Submission is allowed from July 1-December 31 each fiscal year)
 - a. When a new position has been proposed through the budget process, the supervisor, in consultation with the Vice President or Associate Vice President, will draft a job description and organizational chart then submit documents to Human Resources Department for review.
 - b. The Chief Human Resources Officer will evaluate the job description and recommend the band, grade and subgrade.
 - c. The Executive Cabinet will review the job description, band, grade and subgrade and may recommend the position and classification to the President.
2. Changing Existing Positions (Submission is allowed from July 1-April 1 each fiscal year)
 - a. When an existing position is considered for change, the supervisor, with the Vice President's or Associate Vice President's approval, will make additions or deletions to the current job description and organizational chart. If changing this position affects other positions, the other job descriptions will be reviewed and submitted to the Chief Human Resources Officer for evaluation and approval.
 - b. The Chief Human Resource Officer will evaluate the revised job description and the organizational chart, and recommend any changes in the classification and organizational chart if appropriate.
 - c. The Executive Cabinet will review the job description and classification and may recommend the changes to the President.
 - d. If the position is not vacant, the supervisor will notify the affected employee.
 - e. If the affected employee disagrees with the classification, the employee may file a grievance. Refer to Procedure 455.1.