


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 415.9		
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	Last Revision Date:	09-30-98	
Effective Date:			
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
 - 1.1 When a new position has been proposed through the budget process, the supervisor, in consultation with the Vice President, will draft a job description.
 - 1.2 The Director of Personnel will evaluate the job description and recommend the band, grade and subgrade.
 - 1.3 The Executive Committee will review the job description, band, grade and subgrade and may recommend the position and classification to the President.
2. Changing Existing Positions
 - 2.1 When an existing position is considered for change, the supervisor, with the Vice President's approval, will make additions or deletions to the current job description. If changing this position affects other positions, the other job descriptions will be reviewed.
 - 2.2 The Director of Personnel will evaluate the revised job description and recommend any changes in the classification if appropriate.
 - 2.3 The Executive Committee will review the job description and classification and may recommend the changes to the President.
 - 2.4 If the position is not vacant, the supervisor will notify the affected employee.
 - 2.5 If the affected employee disagrees with the classification, the employee may file a grievance. Refer to Procedure 455.1.