Chapter: Personnel Modification No. <u>001</u>

Subject: Staff Classification Systems and Position Descriptions

I. Administrative, associate, and support staff positions with substantially similar duties, responsibilities and requisite qualifications shall be grouped in like classes. These occupational classes shall be allocated to pay ranges designed to maintain a reasonable degree of external comparability and internal equity.

- A. The allocation of occupational classes to ranges of pay shall be based on job related criteria. The ranges of pay for all occupational classes shall be established in such manner as to provide substantially equal pay for substantially equal work.
- B. The classification title shall be used in all official College records, transactions and correspondence.
- II. A position description will be developed, updated periodically, and maintained for each staff position established by the Board of Trustees.
- III. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987.

Chapter: Personnel Modification No. 005

Subject: Staff Classification Systems and Position Descriptions

I. A job class is a group of positions that are sufficiently similar in type of work, level of difficulty and responsibility, and qualification requirements as to warrant similar compensation ranges. Class specifications are the broad level description of a job class, a group of positions performing the same type of work at the same level with similar duties, responsibilities, and requirements. Position descriptions outline the officially assigned duties, responsibilities, supervisory relationships, and other information specific to a position. Staff positions at Montgomery College are classified according to the predominate responsibilities of the position and assigned to a class specification.

II. Responsibility

The Vice President of Human Resources, Development, and Engagement is responsible for the classification of all staff positions. Proper classification will include a position description for each staff position that accurately describes the predominant duties and responsibilities assigned to the position and class specification.

III. <u>Job Classification Methodology – Hybrid Factor Comparison and Point Factor Evaluation</u> System

- A. The evaluation system, as authorized by the president, is a hybrid classification system, factor comparison, and point factor methodology. There are seven compensable factors used in the classification system are: job complexity, education and experience, scope and impact, supervision received, working relationships, work environment, and physical demands.
- B. The allocation of a class specification to a specific pay range shall be determined by an application of factors through the use of an authorized evaluation system.

IV. <u>Maintenance of the Cla</u>ssification System

- A. A five-year cycle for maintenance of the classification system will be employed beginning in fiscal year 2014. Each fiscal year, a group of class specifications will be reviewed utilizing the evaluation system. A five-year schedule of reviews, specifying groups of class specifications, will be established and published by the Office of Human Resources, Development, and Engagement. The five-year maintenance cycle will begin in Fiscal Year 2014.
- B. This does not preclude examination of job class specifications or individual position descriptions as outlined in sections V. B.

V. Classification Review Request for Associate and Support Staff and Administrators

Administrators and supervisors are responsible for ensuring that a position description accurately reflects the work performed by staff and administrators under his/her supervision. Position descriptions will be reviewed and modified as appropriate at a

minimum on an annual basis by staff and administrators and their respective supervisors as part of the evaluation process in establishing the performance evaluation expectations for the following review period. If an administrator or staff member believes that the class specification to which his or her position is assigned is not accurate, a classification review may be requested during the month of September (effective Fiscal Year 2014).

- A. Such a request for classification review may be made by the staff or administrator or by the supervisor of the staff or administrator. The request shall include an explanation of how a position description has significantly changed from prior classification review. The Office of Human Resources, Development, and Engagement will notify the employee, supervisor, and unit administrator in writing that the request has been received. All requests shall be reviewed in accordance with the classification system by reviewing necessary documentation, including the position description. Where possible, such requests will be evaluated and results communicated prior to the end of the calendar year.
- B. Out-of-Cycle Classification Reviews Based on Certain Events

The Vice President of Human Resources, Development, and Engagement may authorize the review of certain class specifications or particular positions under the following circumstances: major and significant change in the work of a job class or individual position as a result of reorganization, technological or regulatory changes, or other unforeseen factors that have significant impact on work; prior to recruitment; or in the event of difficulty in recruiting applicants to the job class at the normal entry salary or where there has been excessive turnover in the job class.

C. Implementation Schedule: The effective date of a reclassification of a position will be the first day of the first full pay period following the date of the decision by the Vice President of Human Resources, Development, and Engagement.

VI. General Duties and Responsibilities of Administrative Staff

There are certain general duties and responsibilities that are applicable to all administrators. These responsibilities are listed below in order to eliminate repetition. Specifically, administrators:

- A. Understand the role of Montgomery College within our community and state as well as within the context of American higher education and the comprehensive community college, and develop administrative practices based on this understanding of Montgomery College as a collegiate institution.
- B. Plan, organize, and administer efficiently the activities of their units.
- C. Keep informed of new developments relating to their functions and maintain a creative and experimental attitude toward change, in order to improve continuously the operation of their units.
- D. Recommend the organizational structure and staffing complement of their units.
- E. Recommend the selection of personnel for their units.

- F. Establish and maintain in their units a climate that encourages the development of personnel, the retention of competent personnel, and a high level of morale.
- G. Maintain reporting relationships to their immediate supervisors, keeping them informed of unit activities, apprising them particularly of major or unusual developments, and seeking their advice and counsel.
- H. Promote an integrated effort in the administration of the College by cooperating with other administrators and staff and coordinating their activities with others when such action is indicated.
- Maintain effective relations with faculty, students, the community, and other educational institutions and interpret College policies and programs accurately and constructively.
- J. Recommend the budget for their units and, within the limitations established by the Board or President, administer their budgets.
- K. Assess their entire area of responsibility regularly and, where applicable, make certain that proper procedures exist for the collection and disbursement of money, and take steps to ensure that they are acting under proper authority and using approved accounting procedures.
- L. Serve on committees and councils as directed by Board policies and procedures or by their supervisors or the President.
- M. Attend professional meetings as directed by their immediate supervisors.
- N. Attend meetings of the Board of Trustees, as required.

VII. <u>Position Descriptions of Administrative Staff</u>

The development of position descriptions for proposed new administrative staff positions or modification of existing positions is the responsibility of the administrative supervisor. Modifications, which would involve change to organizational structure or in the basic function of the position, should be undertaken only after discussion and with the agreement of the President or his/her designee.

Administrative Approval: September 21, 1987; November 6, 1989; January 30, 1995; February 2, 1999; December 20, 2012.