



UT Health Science Center: HR0430–H Job Classification	
Version 1	Publication Date: 05/25/2022

No./Title: 430 – JOB CLASSIFICATION	Resp. Office: HUMAN RESOURCES	Effective Date: 04/01/1977
Category: Compensation	Last Review: 08/24/2018	Next Review: 08/24/2021
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Related Policies:		

OBJECTIVE

To ensure that all staff exempt and staff non-exempt jobs are classified equitably in relation to work performed.

PROCEDURE

The Dictionary of Occupational Titles” published by the U. S. Department of Labor states, “Work is organized in a variety of ways. As a result of technological, economic and sociological influences, nearly every job in the economy is performed slightly differently from any other job. Every job is also similar to a number of other jobs.”

The University of Tennessee Personnel Policies and Procedures sets forth guidelines and criteria for assignment of position titles in compliance with the U. S. Department of Labor wage and hour and affirmative action/equal employment opportunity stipulations. The University’s position classification program was revised in 2001 concurrent with implementation of IRIS (the University-wide financial and human resources information system) and streamlined the position titles and descriptions to better reflect current duties and responsibilities.

The Human Resources’ Office is responsible for classifying all staff exempt and non-exempt positions at the Health Science Center in accordance with University policy.

The method of job evaluation for staff positions is a point factor system. Each position is evaluated using three factors: know-how, problem solving, and accountability. Based on the degree to which these factors are required by the position, a job size value is assigned. The evaluation factors used were developed and adapted for University use by the Hay Associates. This evaluation method is used throughout the University.

Based on the evaluation described above, positions are then assigned a job family, a job classification and a salary scale.

The job classification is supported by a job summary and a base skills level.

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The job summary is a brief statement of the purpose of the position, e.g., “Supervises day-to-day activities and operations of an accounting, financial or budget office.”

The base skills level includes three skills components.

- (1) The “general assessment” is a statement of the basic skills for which an employee desiring to be placed in this position will be tested. The most common of these tests are the Prepared Test of General Knowledge, Timed Typing, or Computer Literacy.
- (2) The “Job Related Assessment” includes additional service or skills required, e.g., telephone skills, proofreading ability, secretarial skills, and research lab techniques.
- (3) The “Job Specific Assessment” is defined by the department based on the essential requirements of the specific position. At this level specifics may include such items as management or judgment assessment, advanced skill assessments based on software requirements.

Personnel Procedure 140 Compensation Plan and Salary Guidelines provides information concerning the Career Ladder Program job classifications and corresponding salary scales.

Human Resources should be requested to review newly created jobs, vacant positions in which job content is being changed, and filled positions in which job content has changed significantly.

Human Resources will conduct a job audit with the department and incumbent employee. A new position or reclassified position will be re-audited only after an incumbent has been in place more than twelve months.

Human Resources will notify the department head in writing of its recommendation. If a position reclassification is approved, the department is responsible for initiating and forwarding to Human Resources the PIF and a Position Change Form. Human Resources will advise Business & Finance of any title/position changes to assure that the position control data is updated.

See also: Personnel Procedure 140 Promotions, Demotions, Lateral and Internal Transfers and Related Salary Adjustments.