

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2230

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PROCEDURE TITLE: Classification and Reclassification of Positions

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College

EFFECTIVE DATE: November 10, 1972

LAST REVISION DATE: September 13, 2005

LAST REVIEW DATE: September 13, 2005

I. PURPOSE

To establish job class specifications and to provide a system for classifying new positions and reclassifying established positions.

II. PROCEDURE

A. Job Class Specifications

The Vice Provost of Human Resources or designee will develop and publish job class specifications and assign appropriate pay grades for all positions. These specifications will be used as a guide in providing a factual basis for the recruitment and selection of personnel to fill authorized positions. Job class specifications will categorize positions by class title and list the level of education, training and experience which could reasonably be expected to produce the required knowledge, abilities and skills to perform the job.

1. A waiver of these requirements may be granted by the College President or designee.
2. Job class titles shall be the official title for budget, payroll, and personnel records.

B. Classification of New Positions


When a new position is authorized, a completed Position Questionnaire containing an outline of the proposed duties and responsibilities shall be forwarded to the Vice Provost of Human Resources or designee. After a thorough review, the Compensation Department will determine appropriate classification of pay grade, exemption and minimum job requirements for the position using generally accepted compensation analysis techniques.

C. Reclassification of Positions

Position reclassifications are conducted on an annual basis for selected job groups. Below are all the procedures to be followed:

1. Members of the College Executive Committee will obtain input from the personnel under areas of their supervision to identify a maximum of 3-5 areas to recommend for review in priority order.
2. Support Non-Exempt Staff Council Presidents may also submit 3-5 areas for review in priority order.
3. The College Executive Committee and Support Non-Exempt Staff Council Presidents will meet to discuss each area recommended.
4. All present will vote on the final priority order of all areas recommended for review. This vote will take place no later than October 1 of each year.
5. The final prioritized list will be reviewed with the College President for approval. At least 3, and no more than 5 areas (depending on total size), will be sent to the Division of Human Resources (HR) for evaluation.
6. The Compensation Department, using generally accepted compensation analysis techniques, will begin analysis to include market surveys, internal/external comparisons and, develop/update job descriptions where necessary. The recommendations will be submitted to the College President and Provost for Operations no later than the following May 1.
7. Approved reclassifications will be implemented effective the beginning of the next fiscal year as of July 1.

- D. Under extraordinary situations when a College Provost, Campus President or Vice Provost request an individual reclassification review, the College President or designee may consider such cases on an exceptional basis only.

	9/13/05
PRESIDENT	DATE