

## Role Classification

Role classification is our process for determining the level of each role within the College. Specifically:

- Role classification compares the roles of employees throughout the College as well as the skills and competencies needed to perform the various roles successfully.
- Role classification groups roles together to define the pay opportunity for a given set of roles.
- The role classification system communicates the types of skills (or competencies) that are required for various roles at the College. In this way, role classification reinforces an atmosphere of skill-building competencies common to roles across different areas of the College and opportunities for role movement among them, providing a basis for training, career development, and succession planning.

### Process – New Role

Accurate and complete role documentation is critical to the effective classification of roles. For any new (or revised) role:

- The Hiring Manager completes a new Role Document and a Role Classification Request Form.
- The new Role Document must be approved by the Division Head and is then sent to Human Resources for review.
- The Compensation Manager reviews and classifies the role. As part of this process, Human Resources will solicit additional information, as needed, to clarify questions concerning the Role Document.
- After a role is reviewed and classified, the level and hiring range of the role will be communicated to the Department and Division Heads.

### Process – Existing Role

In some cases, a role may change significantly enough to warrant a review. The first step is to complete a revised Role Document Form and a Role Classification Request Form.

### More about the Process

Note that roles typically do NOT change for the following reasons:

- **Growth within the role.** Over time, an employee will typically become more knowledgeable and take on additional responsibility and be able to work more independently.
- **Good/excellent performance.** The salary increase process is already designed to reward good performance within a position.
- **Increased work load.** An increased work load would need to be accompanied by a substantive change in the type of responsibilities and the required competencies to warrant a review and reclassification.

If a salary increase is appropriate as part of the classification process, the Compensation Manager will work with the Department and Division Heads to determine the new salary and identify the funding source. A Role Classification Budget Request Form will also be required.