



Employee Assignments and Titles

Document Number: HMRS-0010

Date Published(sys): 7/8/2021

Policy Content

Summary

Employment of people varies with the level of skill, effort, responsibility, and working conditions. Work to be performed which would require the employment of one (1) person constitutes a position. Positions which are similar in terms of their basic requirements form a job classification. Position classification and reclassification entails careful analysis of duties and responsibilities with established requirements for satisfactory performance within various job classes.

The Director of Human Resources is responsible for verifying that the title of each new staff employee at the time of appointment corresponds with the authorized title of the vacancy and that the qualifications of the individual correspond with the requirements of the position as determined by pre-employment processing.

Employee titles may be changed only through promotion, change to lower grade or transfer. Any other reason for an employee title change must go through the reclassification/audit process administered by the Human Resources Office.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/15/2019 6:17 PM	Kelleebeth Cantu

Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration

