

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Position Classification: New Positions	<u>Number</u> 425
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 1

I. Purpose

To provide a relative basis for comparing similar positions or classes for assignment into appropriate salary schedules, levels, and salary ranges.

During the budgeting process, the classification level for new positions will be administratively projected. These projections will be used for budgeting only. This procedure will then be used to establish an actual classification level before the position is advertised and filled. Any new position requests outside the budgeting cycle will use the following procedure.

II. Procedure

- A. The department or area desiring a new position should develop a position description that describes the expected duties, responsibilities, and minimum qualifications of the position. The Human Resources Department should be contacted for the proper position description format.
- B. The new position description, along with a memo justifying the new position and requesting funding, should be submitted in the budgeting process. Requests outside the budgeting process should be forwarded through appropriate administrative channels to the President for approval. This approval will not specifically approve a given position level, title, or salary, but will authorize that a general position is added.
- C. For new positions, the Human Resources Department will determine the position's duties, functions, and responsibilities in order to recommend assignment to the salary schedule, classification title, level, and associated pay range that is appropriate for the position.

Responsible Official: Director, Human Resources	
President's Signature: 	Date: 01/31/2023