

## Classification and Allocation of Positions

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Sponsoring Department: Human Resources

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#### **I. The Classification Plan**

A classification plan shall be maintained for the classified service to reflect accurate and current duties, responsibilities, and work requirements of all positions. The classification plan shall group positions and assign titles to those positions, which involve substantially the same kind of work, substantially equivalent difficulty and responsibility and comparable experience and training requirements into the same class. The classification plan shall consist of a schedule of appropriately descriptive class titles and a description of the nature and requirements of work for each of the listed titles. UT Arlington prohibits discriminating against an individual in connection with the terms, conditions or privileges of employment; or limiting, segregating or classifying an employee or applicant for employment in a manner that would deprive or tend to deprive an individual of any employment opportunity or adversely affect in any other manner the status of the employee because of race, color, national origin, religion, sex, age or disability.

#### **II. Class Descriptions and Interpretations**

The Office of Human Resources shall provide current accurate written descriptions for each class in the classification plan. Each job description shall include a class title, a description of the duties and responsibilities of the work, and a statement of the qualifications a person should possess in order to perform the duties of a position of the class with reasonable prospect of success. The descriptions of the classes of positions in the classification plan and their various part should be interpreted as follows:

- A. The descriptions are descriptive and not restrictive. They are intended to indicate the kinds of positions allocated to the established classes, as determined by their duties and responsibilities, and shall not be construed as

declaring to any extent, or in any way, what the duties or responsibilities of any positions shall be, or as limiting or in any way modifying the power of any appointing authority or supervisor to assign, direct, and control the work of employees. The use of a particular expression or illustration shall not be held to exclude others not mentioned that are of similar kind or quality.

- B. In determining the class to which any position should be allocated, the definition of each class shall be considered as a whole. Consideration shall be given to the duties, specific tasks, responsibilities, qualification requirements, and relationships to other classes.

### **III. Use of Class Titles**

- A. No person shall be appointed to or employed in a position in the classified service under a title not included in the classification plan.
- B. Official class titles shall be used in all personnel, accounting, budget appropriation, and financial records. However, internal working titles may be used in connection with departmental routine to indicate functional or authority status or administrative rank within the work unit.
- C. Generally, the addition of class titles, the deletion of class titles, and other various alterations involving class titles will be accomplished annually with any such changes to be effective on the first day of the fiscal year. Occasionally, as a result of unusual circumstances, changes may be requested during the fiscal year. Any midyear changes, however, must be fully justified and require administrative approval.

### **IV. Establishment of New Positions**

- A. When the need for the establishment of a new position has been determined, the department head shall submit a completed Position Audit form or Personnel Action Form using the UTShare system to be routed for approvals. A position audit is required for all new positions, including those approved in the budget.
- B. Upon receipt of a completed Position Audit, the Office of Human Resources will analyze all the pertinent facts relating to the duties and responsibilities of the proposed new position either through an in-depth job audit or through discussions with the immediate supervisor or other appropriate management personnel. After this evaluation a recommendation concerning the need for the proposed position and appropriate class title will be made to the Assistant Vice President for Human Resources Management and Development. The requesting department will then be notified regarding the decision.
- C. Should the proposed position require the establishment of a class title not in the current Classified Pay Plan, the Assistant Vice President for Human Resources Management and Development or designated representative will prepare a job description for review by the department head.

**V. Reclassification of Existing Positions**

- A. A reclassification of a position is necessary when its duties have changed sufficiently to require a change of title. A reclassification always involves a change in title, but it may not necessarily involve a change in salary. If the classification audit determines that a position is classified higher than is warranted by actual duty assignment, the employee occupying such a position may be subject to a salary reduction.
- B. A request for the reclassification of an existing position will follow the same procedures and will be processed in the same manner as set forth in the preceding paragraphs on the Establishment of New Positions. In addition, when warranted, a reclassification action may be initiated by the Assistant Vice President for Human Resources Management and Development.

**VI. Establishment of Trainee Positions**

- A. A trainee position may be established when (1) a recruitment effort has determined the absence of qualified applicants for an entry-level job which requires technical or specialized knowledge, techniques, and/or experience, (2) it is desired to provide promotional opportunities to current employees under an employee development program.
- B. The establishment of a trainee position requires agreement between the department head concerned and the Assistant Vice President for Human Resources Management and Development. Such agreement must include (1) length of the training period (usually six months), (2) general content of the training program, (3) trainee pay rate, at least 3% below the minimum of the range (exceptions may be approved by Assistant Vice President for Human Resources Management and Development or their designee), and (4) pay adjustment of the employee to the first 1/2 of the salary range of the job upon successful completion of the training program. In the event that unusual circumstances require a training period longer than six months, approval of the Assistant Vice President for Human Resources Management and Development will be required.