

Classification System and Position Descriptions

Scope: This policy applies to all regularly benefited administrative and staff positions.

Policy

The Board of Trustees adopted a compensation philosophy:

The College of Southern Maryland strives to provide a competitive compensation package with a salary that aligns with the market and a benefits package that is better than industry average.

The College's employee classification system is designed to promote equity and clarity in how jobs are classified at the College of Southern Maryland is determined and administered.

Administrative and staff positions with substantially similar duties, responsibilities and requisite qualifications will be grouped in like classes. These occupational classes will be allocated to pay ranges designed to maintain a reasonable degree of external comparability and internal equity.

Definitions

A job class is a group of positions that are sufficiently similar in types of work, level of difficulty and responsibility, and qualification requirements.

Position descriptions outline the assigned duties, responsibilities, supervisory relationships, and other information specific to a position.

Classification system is the overall structure by which administrative and staff positions are classified according to the duties and responsibilities of the position and assigned to an occupational class and pay range.

Human Resources assigns positions to classes and pay ranges using specific factors. The factors are: 1) level of education required; 2) leadership; 3) working conditions; 4) complexity; 5) decision making; and 6) relationships. In evaluating and classifying positions, Human Resources typically uses one or more of the following: position descriptions (PDs), personal interviews, job assessment tool (JAT) questionnaires, and desk audits. The allocation of a position to a specific pay range is also determined by market pricing. Market pricing is a process of examining the external labor market for benchmark jobs with similar duties and responsibilities to determine the value of a position.

Maintenance of the Classification System

Each fiscal year on a rotating 3-4 year cycle, a group of positions will be reviewed using other benchmarked jobs and any adjustments to classifications and pay will be recommended. Any adjustment will be effective at the beginning of the fiscal year, July 1, following the classification and compensation review. A benchmark job is one that is common in other similar organizations. Human Resources will establish those benchmark jobs in accordance with defined criteria. (See Table C)

Classification Review Request for Administrators and Staff

Administrators and supervisors are responsible for ensuring that a position description accurately reflects the work performed by staff and administrators under his/her supervision. Position descriptions will be reviewed and modified if necessary on an annual basis at a minimum by staff and administrators and their supervisors as part of the appraisal process.

The Associate Vice President of Human Resources may authorize the review of certain classes or certain positions under the following circumstances: major and significant change in the work of the job class or individual position as a result of reorganization, technical or regulatory changes, new duties that have been reassigned from a higher-level position or added due to a new initiative, or prior to recruitment for a vacancy.

The supervisor of the position to be reviewed, with the approval of the next level administrator and the appropriate Vice President, must request a classification review. The request must include a written explanation of how the position has significantly changed from a prior classification review, along with an updated PD with changes noted. Normally a classification request will not be accepted in the 6 months prior to or after a classification maintenance review has been conducted including that position or job class. Classification review requests will only be considered during the months of November and December, unless an exception is approved by the President.

If the request is authorized for review, Human Resources will conduct an analysis and determine the appropriate grade level. A classification review may or may not result in a compensation adjustment for the incumbent.

Salary Upon Reclassification

Where, through a classification action, the position classification or job class to which an employee's position is assigned is reallocated to a lower grade, the employee's salary may not be lowered; however, additional salary increases will be subject to the new salary grade.

Where job classes are reallocated to higher grades as a result of the maintenance of the classification system, the incumbents in that job class may receive a salary increase in accordance with the method used to calculate promotion increases. However, an employee's salary may not exceed the maximum salary of the range of the pay grade to which the employee's position is assigned.

The reclassification of a position to a higher or lower grade is not considered a promotion or demotion.

Effective Date December 2021

Compensation Review Schedule 2018-2025

Year	Classification
Annually (MACC Data Book)	Faculty
2018-2019	Staff and Administration
2020-2021	Vice Presidents, Adjunct Faculty/FT Faculty Overload
2021-2022	Public Safety and IT
2022-2023	Staff and Administration
2023-2024	Vice Presidents, Adjunct Faculty/FT Faculty Overload
2024 -2025	Public Safety and IT