

Employees may request a copy of their job description from HR, and if they believe their job has changed from the existing version, should discuss with their manager/supervisor to request an update.

3. Management reserves the right to assign duties to positions within the relevant department. All jobs impacted by the addition or reassignment of duties should be submitted as a group through the hierarchy of the department or college, for review and approval.
4. If a significant reorganization of duties is proposed, an organization chart should be provided, as well.
5. The job description should be written using the approved template. (if you need help, contact the Director of Compensation for Assistance).
6. Before implementing the job description, the VP or Dean must approve. The Dean or VP's approval indicates they will be responsible for funding the position, should it result in a higher classification and salary range.
7. Upon receipt the Director of Compensation may arrange for a desk audit to ensure the job description is inclusive of all duties and responsibilities.
8. An internal and external market analysis may be performed to determine if a change in level or salary range is appropriate.
9. The Director of Compensation will provide a proposed new level, range and individual salary once the review is complete.
10. Once accepted by the Department and Director of Compensation, the job description will be added to the official job description inventory on PeopleAdmin and can be used for posting.
11. Some job descriptions are part of a university-wide series such as Administrative Assistant. Before editing these broadly applied jobs, please consult with the Director of Compensation to determine the best approach to revising the description for the specific situation.

Job Title:			
Department:		JobCategory:	(HR Use Only)
FLSA Status:	(HR Use Only)	Pos Class (Job Code)	(HR Use Only)
Pay Grade:	(HR Use Only)	Emp Class Desc:	(HR Use Only)
Reports To (Position No):		ECLS:	(HR Use Only0)
Reports To Job Title		Position No:	
Supervises:			
Security Sensitive:	<p style="color: red;">This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history re information.</p>		