

## PROCESS FOR CREATING A CLASSIFIED POSITION

### INFORMATION FOR THE SUPERVISOR:

- 1) The supervisor of the position should draft a **Position Information Questionnaire (PIQ)**, which should include a full organization chart with this position noted and review the position description with the incumbent if the position is filled. (Generic job descriptions and sample PIQ's are available from Class and Comp to guide you in creating PIQ's.)
- 2) The position supervisor and next level of manager(s) should review and sign the back sheet of the PIQ as appropriate.
- 3) The supervisor should consult with Expert Business Office (EBO) representative to complete **PIQ coversheet** and to ensure funding.
- 4) Obtain all signatures/approvals required by your senior administration/EBO.
- 5) In addition, for colleges and organizations on the main and divisional campuses that report to the Provost, the Senior Associate Provost for Academic Affairs approves the creation and posting of classified positions. This office typically requires completion of an **"Authorization to Recruit" form** for position creation and posting purposes; and HR Class and Comp will not take any action on any request for which we have not been provided either email or written approval/authorization from the Provost's Office.
- 6) Submit (per your college's/department's processes and protocols) the PIQ (including full organization chart), completed coversheet and any additional information or memoranda you wish to accompany your request to the C&C unit of Human Resources at PO Box 6640.
- 7) If position is to be posted, the supervisor/EBO should email the Word version of the PIQ (not including the coversheet or the signatures page) to C&C at [classcomp-hr@mail.wvu.edu](mailto:classcomp-hr@mail.wvu.edu). (Under current job posting processes, the Word version of the PIQ is linked to the Jobs Bulletin so that applicants have access to the full job description.)

### REVIEW PROCESS IN CLASSIFICATION AND COMPENSATION:

- 1) When Class and Comp receives the request, it is logged in.
- 2) C&C staff will notify the supervisor, EBO, departmental/college management and other appropriate personnel via email from the classcomp-hr mailbox that C&C has received the request.
- 3) The PIQ is also simultaneously forwarded to the recruiter assigned to your college/department, who reviews the knowledge and experience sections to ensure that Employment Services can screen and identify candidates appropriately based on the knowledge, skills, abilities and experience required by the supervisor. If there are no concerns, the recruiter emails the C&C analyst, who then proceeds with position creation and posting; if there are concerns, both the analyst and the recruiter will work with the supervisor/EBO to adjust these sections of the PIQ as necessary to maximize the recruitment pool for this position.

- 4) The C&C analyst for your college/department will check over the items submitted and contact the hiring manager or EBO (as appropriate) if any items are missing or if further information is needed.
- 5) The C&C analyst will conduct a review of the PIQ and supporting documents and develop a recommendation for job title and paygrade.
  - If the request is routine* (that is, if the request is for a job class commonly and frequently used, or if the department/college has a number of other similar positions), the analyst will consult with the supervisor/EBO to verify the classification and get approval, and then will have the position created in MAP by C&C's technical analyst. The documentation is then forwarded to HR Employment Services for posting.
  - If the request is non-routine* (that is, if the supervisor/EBO does not agree with the analyst's recommendation as to classification, or if there is no appropriate current classification for the position), the analyst will bring the request to the weekly class and comp review committee to determine further action. Further action by the C&C committee might involve determining if there are any current classified titles that could be used for the request; or C&C may recommend to the supervisor/EBO that the request be taken to the state Job Evaluation Committee (JEC) to establish a new title in an appropriate paygrade.
- 6) C&C will notify the supervisor, EBO, departmental/college management, Employment Services and other appropriate personnel via email from the classcomp-hr mailbox that C&C has finalized the request and forwarded the information to Employment Services to be posted. A PDF'd copy of the finalized PIQ is attached to this email, which supervisors/EBO's should keep for their records.

***Any member of the Classification and Compensation team will be happy to answer your questions or to provide you with further information.***