

BEST PRACTICES, Human Resources - Classification

Title: Transforming the Position Classification Structure # 28

Source: Georgia State University

Co Area:

Addl Info: http://www.sacubo.org/sacubo_resources/best_practices/2004.html

Abstract: In August 2003, the University System of Georgia retired its 33-year-old centralized job classification system, which had long been the source of campus concern. The new model that replaces it is the result of a two-year, cross-functional and cross-institutional initiative that reduces the job classification structure from almost 1,700 titles to about 200 job categories. The changes positively impact a broad range of organizational activities, including strategic planning, human resources, budget management, institutional research, information systems, and EEO/Affirmative Action activities.

Built upon IPEDS federal reporting requirements, the new system -

- * Eliminates obsolete, mandatory job titles
- * Supports consistent legal compliance and reporting across 34 institutions, and
- * Creates flexibility & reduces shadow systems at the campus level

The new model went live on August 27, 2003.

Title: Using Technology to Increase Accessibility and Accuracy of Job Description # 299

Source: Southern Polytechnic State University

Co Area:

Addl Info: [Taken Off Line - Contact Institution](#)

Abstract: In an effort to increase accessibility and maintain accuracy, all employee job descriptions were posted on the Human Resources website. Supervisors and employees collaboratively reviewed the documents and submitted any necessary modifications to Human Resources. This collaboration resulted in more accurate and up-to-date documents which were inclusive and reflective of the responsibilities of the position. The annual evaluation instrument was also modified to include a job description review section. This modification will ensure that job descriptions are reviewed and updated on a regular basis.

Supervisors and employees benefited by having direct access to information pertinent to their department. Making the documents available on-line provided immediate access without coordinating requests through the Human Resources department.

Old URL - <http://www.usg.edu/bestpractices/current/?inst=spsu&time=2004.05.19.111629&area=fbo&year=2004>
