An Overview of the Compensation Job Review Process

**Identify Need for Change**
- Single Job Review: A review of the job within a department and/or division.
- Reorganization: A reorganization of the jobs within a department or reorganization of departments and jobs within a division. This may result in jobs being evaluated and/or analyzed.

**Job Evaluation**
- Comparing a job to other jobs within the organization or market to determine the appropriate pay rate.

**Job Analysis**
- Study of a job to determine which activities and responsibilities it includes, its relative importance to other jobs, the qualifications necessary for performance of the job and the conditions under which the work is performed.

**Compensation Provides a Recommendation**
- Reclassification
  - No Action
  - Vacant
  - Yes: ePRF
  - No: Promotion, Demotion, Title Change/Lateral Transfer

**Reorganization Required Documents**
- Memo explaining, in detail, the basis for the request.
- Organizational charts (current/proposed)
- HR may request additional documentation which may include a Job Analysis Questionnaire, and a proposed job description.

**Transaction**
- Promotion: Reclass to a job having increased responsibilities or complexity of duties and in a higher pay grade.
- Demotion: Reclass to a job having decreased responsibilities and complexity of duties, resulting in a lower job classification and pay grade.

**Title Change/Lateral Transfer:** Change to another job assigned to the same pay grade is considered to have received a title change or lateral reclassification as a result of a review.

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**Identify**

**Evaluate / Analysis**

**Action**

**Transaction**