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Chapter: Personnel

Modification No. 002

Subject: **Staff Classification Systems and Position Descriptions**

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- I. Montgomery College's compensation system is designed to provide every employee a competitive level of compensation that will retain and attract the best qualified employees; ensure that jobs and salaries within the organization bear equitable relationships to one another based on comparability of duties, complexity and scope of responsibilities, and that they are classified to appropriately reflect those relationships. Additionally, the College seeks to develop and provide reward structures, program, and practices that will facilitate and support other human resource processes, including staffing, succession planning, labor relations, performance management, and career development.
- II. Montgomery College is committed to sound stewardship over available total reward resources for every employee and seeks to promote fairness, equal opportunity, and support of the institution's diversity goals, and comply with all applicable federal and state laws and regulations.
- III. Administrative and staff positions with substantially similar duties, responsibilities and requisite qualifications shall be grouped in like classes. These occupational classes shall be allocated to pay ranges designed to maintain a reasonable degree of external comparability and internal equity.
  - A. The allocation of occupational classes to pay ranges shall be based on job related criteria. The pay ranges for all occupational classes shall be established in such manner as to provide pay equity in accordance with all applicable laws.
  - B. The official classification title shall be used in all official College records, transactions and correspondence.
- III. A position description will be developed, reviewed annually, updated as necessary, and maintained for each administrative and staff position established by the Board of Trustees.
- IV. The President is authorized to establish procedures to implement this policy.

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Board Approval: September 21, 1987; April, 23, 2018.

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Chapter: Personnel

Modification No. 006

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- I. A job class is a group of positions that are sufficiently similar in type of work, level of difficulty and responsibility, and qualification requirements. Class specifications are the broad level description of a job class, a group of positions performing the same type of work at the same level with similar duties, responsibilities, and requirements. Position descriptions outline the assigned duties, responsibilities, supervisory relationships, and other information specific to a position. Administrative and staff positions at Montgomery College are classified according to the duties and responsibilities of the position and assigned to an occupational class.
  
- II. Responsibility  

The Chief Human Resources Officer is responsible for the grading of all staff positions.
  
- III. Job Classification Methodology  

The allocation of a class specification to a specific pay range shall be determined by market pricing methodology. Market pricing methodology is a process of examining the external labor market to determine the value of a position based on similar roles and responsibilities.
  
- IV. Maintenance of the Classification System
  - A. Every twelve to twenty-four months or as needed, a group of benchmark jobs will be reviewed in accordance with the College’s established market pricing methodology. A benchmark job is one that is common in other similar organizations.
  
  - B. This does not preclude examination of other job class specifications or individual position descriptions.
  
- V. Classification Review Request for Staff and Administrators  

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 shall be reviewed and modified as appropriate at a minimum on an annual basis by staff and administrators and their respective supervisors as part of the evaluation process.

  - A. The Chief Human Resources Officer may authorize the review of certain class specifications or certain positions under the following circumstances: major and significant change in the work of a job class or individual position as a result of reorganization, technological or regulatory change, or other unforeseen factors that have a significant impact on work; or prior to recruitment. A request for classification review must be made by the supervisor, manager, or administrator of the position to be reviewed. The request shall include an explanation of how a position has significantly changed from prior classification review. The Office of Human Resources and Strategic Talent Management will notify the employee,

supervisor, and administrator in writing that the request has been received. All requests shall be reviewed in accordance with established guidelines.

- B. The effective date of a reclassification of a position will be the first day of the first full pay period following the date of the decision by the Chief Human Resources Officer.

VI. Position Descriptions of Administrators

The development of position descriptions for proposed new administrative staff positions or modification of existing positions is the responsibility of the administrator's supervisor. Modifications involving changes to organizational structure or the basic function of the position, should be reviewed only after discussion with and with the agreement of the President or designee.

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Administrative Approval: September 21, 1987; November 6, 1989; January 30, 1995; February 2, 1999; December 20, 2012; April 27, 2018.