Augusta University
Policy Library

Establishment of New Non-Academic Position Policy

Policy Manager: Human Resources

POLICY STATEMENT
To set forth a procedure for establishing new non-academic positions to support the mission, vision & values of Augusta University.

The position classification system in use at Augusta University provides the basis for nonacademic personnel compensation.

The system is designed to group positions with substantially similar duties and responsibilities, performed under similar working conditions, and requiring similar qualifications. Such groups are referred to as job classifications. Each job classification is identified by an official job title. Official job titles are used to distinguish one job classification from all others in the system. Use of working titles (titles used to identify positions more specifically and/or informally) is not restricted, provided the working title does not misrepresent the authority or function of the position, and provided the working title is not an official job title identifying a classification other than the one to which the position is assigned.

All new positions will be classified by the Human Resources Division before inclusion into the institutional budget, and prior to any recruiting actions.

AFFECTED STAKEHOLDERS
Indicate all entities and persons within the Enterprise that are affected by this policy:

☐ Alumni ☒ Faculty ☒ Graduate Students ☒ Health Professional Students
☒ Staff ☒ Undergraduate Students ☐ Vendors/Contractors ☐ Visitors
☐ Other:

DEFINITIONS
These definitions apply to these terms as they are used in this policy:
HR – Human Resources Division
MSS – Manager Self Service
PCF – Position Classification Form – This form is used to identify the positions duties and responsibilities, reporting relationships, minimum requirements for the position, as well as department name and department id where the position will be homed, the work commitment, etc.

PROCESS & PROCEDURES

Requesting Department

- The unit head completes a Position Classification Form (PCF) including the obtaining of approval signature of the respective Executive Vice President.
- The unit head or designee, submits an MSS Add/Change Position transaction in OneUSG Connect, attaching the approved PCF, to request a new position.
- The MSS Add/Change Position transaction routes for approval to the Designated Department Approver, the Budget Office, and Classification/Compensation.

Department Approver

- Department Approver reviews the transaction and PCF.
- Department Approver approves the transaction.

Budget Approver

- Budget Approver reviews the identified funding and budgeted amount to verify that the department has the indicated funds available.
- Budget Approver approves the transaction.

Compensation & Performance Management - Human Resources

- Human Resources staff will evaluate the request using standard evaluation procedures. If additional information is required, the Human Resources staff will contact appropriate personnel in the requesting department to obtain additional information or arrange for a meeting to discuss the position.
- Human Resources will determine the appropriate classification level, update the transaction, and approve the transaction.
- Human Resources will provide department with the classification approval which includes the established position number, job code, title, and pay band.

Requesting Department

- To begin recruitment to fill a new position, an MSS Create Job Opening transaction should be originated in OneUSG Connect . Please refer to "Employment Procedures" policy for further instructions on the recruitment process.

REFERENCES & SUPPORTING DOCUMENTS

PCF – Position Classification Form - This form is used to request creation of new position or changes to an existing position. https://www.augusta.edu/hr/university/university_compensation/resources.php

RELATED POLICIES

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APPROVED BY:
Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 6/3/2024

President, Augusta University Date: 6/3/2024