

Reclassification versus recruitment

At Kansas State University, positions can evolve due to a variety of reasons, some internal and some external. To ensure proper position placement, Human Capital Services allows positions be submitted for review during two periods each year.

In some cases, you may anticipate sweeping changes in the job duties and responsibilities for a given position. In these cases, many job factors are impacted. When a position is anticipated to undergo changes that would drastically influence the type of work being performed, options outside of reclassification may need to be considered.

While some positions reviewed are candidates for reclassification of a new job title and/or pay grade, others may need to be considered for a competitively bid recruitment process.

Exercise

Are you considering submitting a position for reclassification? If yes, consider asking yourself the following questions before revising or assigning job duties or responsibilities of a position. Check each box that applies.

- Will the position have supervisory responsibility? Consider part- and full-time staff positions; exclude supervision of students.
- Will the anticipated changes drastically influence the type of work being performed? Consider the level of authority, independence and scope of new job duties.
- Are there one or more employees who are, or may be, interested and capable of doing the work? Consider employees both internal to the department and those external to the department in which the position resides.
- Do the anticipated changes represent a significant change in the position's pay grade (typically two or more pay grades)?

If you answered yes to any of the questions above, Human Capital Services recommends that you recruit this position. By filling the position using the competitive recruitment process, you can help ensure Kansas State University is keeping with the principles of equity and equal employment opportunity. Contact your [Talent Acquisition strategic partner](#) for more information regarding how to proceed with a position recruitment.

If you have questions about whether a position should be considered for reclassification or recruitment, contact Compensation and Organizational Effectiveness, Human Capital Services at 532-1866 or hrcomp@ksu.edu.