How does Compensation & Organizational Effectiveness review a position?

Position review is a thorough process using every resource we have available. For each reclassification request, the team performs the following:

1. **Compare to see what duties and responsibilities have changed:**
   - Job Analysis Questionnaire (JAQ) from 2015
   - Most recent Position Description (PD)
   - Request for Reclassification Form

2. **Compare other positions to get a full picture of the position responsibilities:**
   - Supervisor
   - Subordinates
   - Co-workers
   - Central positions
   - Shared services positions

3. **Compare duties and level of responsibilities to other similar positions (Internal Equity):**
   - In the current job title
   - Requested job title
   - Other similar titles

4. **Compare to the outside market (External Equity):**
   - Professional Salary Surveys
   - Other Universities