

Frequently Asked Questions about Position Descriptions

1. What should I do if I disagree with the classification recommendation? Can I appeal the decision?

If you disagree with the decision, you may write a written request of appeal. Please contact Human Resources if you are interested in pursuing an appeal.

2. How often should position descriptions be reviewed or updated?

Positions descriptions should be reviewed when there has been a significant change in duties for the employee. It is also a good idea to review the position descriptions annually with the performance review, or at least every three years.

3. When should position descriptions be updated?

Position description should be updated when there has been a significant change in job duties of a current position or when this position is vacant. They should also be reviewed on a regular basis to ensure that the position description accurately reflects the duties that the position is fulfilling. Updates can be made without reclassifying.

4. What is the purpose of a position description?

Position descriptions are designed to give an accurate illustration of the purpose and responsibilities of the position as well as the ways in which the job is executed.

5. Is it appropriate for me to request reclassification?

If you feel that the duties and responsibilities in your job do not match your current position description, then it would be appropriate to go through the process of requesting a reclassification.

6. What is the purpose of updating a position description? What are you hoping to accomplish?

The purpose of updating a position description is to ensure that it is in alignment with the work being done. The intention should not be to receive a raise or a promotion.

7. How can I obtain an Organizational Chart?

Winona State University's Human Resources Department can assist with creating an organizational chart.

8. What is reclassification?

Reclassification is the process of getting a position description categorized into a different class based on a change in job duties and responsibilities of that position.

9. Who is eligible for reclassification?

Classified employees have the right to review classifications and write a proposed position description. The proposed position description needs approval from the immediate supervisor, the vice president or dean of the department, the Human Resources department, and the Office of the Chancellor in order to be officially classified.

10. Is it important to regularly review your position description?

Reviewing position descriptions are important for ensuring that employee classifications are an accurate reflection of their regular job duties. MNSCU has a classification system in place, so employees being accurately classified achieves MNSCU's objective of utilizing a fair and accurate classification system.

11. How do I get a copy of a job description?

Every Winona State Employee should have a copy of his or her position description. If not, contact Human Resources.

12. Where can I find the pay grades and ranges for different titles on campus?

The Department of Employee Relations website has a database of job class specifications that can be found at the following link: <http://www.doer.state.mn.us/stf-bltn/jobs2/classif.asp>. Information on the pay grades and ranges for the different titles can be found in the pay grids in the employee union contracts.

13. What is a class?

A class within a classification system is a group of positions with identical titles, comparable duties and responsibilities, and equal pay ranges.

14. Since the position description should be a reflection of what I am currently doing, what time period should it cover?

Position descriptions are a reflection of the current permanent job duties. The time period should start with the last date that the position description was reviewed through the date that the position description was written.

15. What happens if the supervisor does not agree with the duties and responsibilities that the employee has written?

The supervisor and the employee need to work out the details of the employee's job duties and responsibilities. If the employee has written job duties and responsibilities that the supervisor does not feel accurately reflect the actual job duties and responsibilities, then the supervisor and employee must rewrite the position description so that both people feel the proposed position description is accurate. The supervisor is responsible for ensuring that the employee is actually doing the work that is written on the proposed position description. Both employee and supervisor signature approvals are required for the proposed position description to be processed.

16. What is the basis for requesting a review of a position?

The basis for requesting a review of a position is to ensure that the job duties being regularly and permanently performed by the employee align with the duties documented in the employee's position description.

17. My responsibilities have changed because I am responsible for completing more work, is this a factor in my review?

The regular permanent employee's responsibilities rather than the amount of work are taken into consideration when reviewing an employee's position description.

18. What factors count in classification decisions?

The classification decisions are based solely on the classification title's correlation between the position description published by the Department of Employee Relations and the Winona State University employee's current position description. The employee's performance and amount of work are not considered factors in classification decisions, and classifications decisions are not decisions on pay increases.

19. What factors are not a part of classification decisions?

The employee's performance and amount of work are not considered factors in classification decisions, and classifications decisions are not results of pay increases.

20. Does employee performance affect evaluation?

No, employee performance is not a factor in classification decisions. Employee annual reviews would be more appropriate for evaluating performance.

21. Who should initiate a classification review request?

The employee and his or her supervisor are responsible for ensuring that the position is appropriately classified. Employees that think that their position description belongs in another class can go through the steps of the position description reclassification process.

22. Will there be an on-site review as part of the reclassification process?

No, on-site reviews are not officially part of the reclassification process. A supervisor may review the employee's duties and responsibilities on-site prior to signature approval of the employee's proposed position description. However, the Human Resources Department does not require an on-site review as part of the reclassification process.

23. Can a position be reclassified to a lower level?

Yes, a position can be reclassified to a lower level. This is rare occasion, since typically an employee would not request classification into a lower classification level. Also, an employee and supervisor usually predict the classification levels when reviewing the Department of Employee Relations' website.

24. Can I view my current position description online?

No, currently Winona State University's position descriptions are not yet available online.

25. Where can I find class specification?

Class specifications can be found on the Department of Employee Relations' website at the following address: <http://www.doer.state.mn.us/stf-bltn/jobs2/classif.asp>.

26. How long should I plan on waiting for reclassification decisions?

Position description reviews can typically take a few weeks to be processed by Winona State's Human Resources Department. The Human Resources Department will return any proposed position descriptions that are incomplete, unsigned, or need modifications prior to being sent to the Chancellor's Office. Once they are sent to the Chancellor's Office, it takes about a month to hear about a decision. If there are questions that need to be answered, or further investigation needed, then reclassification decisions can take longer.