

CLASSIFICATION AND COMPENSATION

Under the general direction of the Vice Chancellor of Administration, the Human Resources Office has the responsibility for the evaluation of each Office/Service and Managerial/Professional position to determine the job family and zone assignment within the NU Values System.

The procedures are in accordance with the University's Equal Opportunity and Affirmative Action Policy which states that all decisions regarding the terms and conditions of employment will be made without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, Vietnam-era veteran status, sexual orientation, political affiliation, or other factors which lawfully cannot be the basis for personnel decisions. These procedures are not intended to be all inclusive. Questions regarding employment procedures should be directed to Human Resources (554-2321).

Each Managerial and Office/Service position is assigned to a family and a zone based upon the duties, responsibilities and requirements of the position. Written descriptions are maintained in the Human Resources Office. The written description defines the position, describes the most typical duties and responsibilities, defines the type and extent of supervision received and exercised, and provides a summary of the minimum standards of education, training, experience and other qualifications required. A job code is assigned to each position for the purpose of personnel transactions and budget and payroll administration. Departments may use working titles to facilitate work processes and when traditional practices in titling positions are determined to be appropriate. Department heads must make appropriate funding arrangements through the Budget Office for any changes to zone assignment.

Office/Service Procedures

Job Family and Zone Assignment of a New Position: A newly created position must be assigned to a job family and zone by the Human Resources Office prior to recruitment for the position. Assignment to a job family and zone is performed in the following manner: The Department Head of the requesting unit will prepare a University of Nebraska at Omaha Position Description Questionnaire including a description of the duties of the position and the minimum required qualifications. The Human Resources Office will review the completed questionnaire to determine the appropriate job family and zone assignment.

Change of Zone Assignment of an Existing Position: If there is no significant change in duties and responsibilities, a reclassification is not necessary. However, if the duties and responsibilities of a position change for whatever reason, it may be necessary to assign that position to a different zone. A classification review will be performed by the Human Resources Office upon the request of the Department Head or at the discretion of the Human Resources Director.

Managerial Procedures

Job Family and Zone Assignment of a New Position: A newly created position must be assigned to a job family and zone by the Human Resources Office prior to recruitment for the position. Assignment to a job family and zone is performed in the following manner: The Department Head of the requesting unit will prepare a University of Nebraska at Omaha Position Description Questionnaire including a description of the duties of the position and the minimum required qualifications. The Human Resources Office will review the completed questionnaire to determine the appropriate job family and zone assignment. The Human Resources Office will evaluate the description. The resulting job family and zone will be assigned to the position.

Change of Zone Assignment of an Existing Position: If there is no significant change in duties and responsibilities, a salary grade change is not necessary. However, if the duties and responsibilities of a position change for whatever reason, it may be necessary to assign that position to a different zone. A position review will be performed by the Human Resources Office upon the request of the Department Head, or at the discretion of the Human Resources Director.