

ROCHESTER INSTITUTE OF TECHNOLOGY

STAFF JOB RE-EVALUATION/POSITION TITLE CHANGE REQUEST FORM INSTRUCTIONS

Use the [Job Re-Evaluation Form](#) to **request a position title change or re-evaluation of an existing job which already has a full Job Description Questionnaire on record**. To request an evaluation of a new job which has not existed previously or for an existing job which does not have a current Job Description Questionnaire, use the [Job Description Questionnaire \(JDQ\)](#) form.

SEND COMPLETED JOB RE-EVALUATION FORM ALONG WITH EXISTING JDQ TO YOUR HR SERVICES MANAGER 5TH FLOOR EASTMAN. If you need a copy of the current JDQ for the position, please email positioncontrol@rit.edu.

Contents

Steps in the Process	1
Additional Steps Needed after Evaluation is Complete.....	2
Criteria for Requesting a Job Re-Evaluation	2
Staff Position Title Changes or Position Move to a New Organization	2
Guidance in Describing Essential Job Functions:	2
Essential Job Functions	2
Non-Essential Job Functions	3
Examples to assist with determination of essential functions	3
Form Sections.....	3
Section 1: General Information.....	3
Section 2: Support for Re-evaluation.....	3
Section 3: Approvals	4

Steps in the Process

1. The manager should review the [criteria for requesting a job re-evaluation](#) section below.
2. For currently filled positions:
 - a. Manager and incumbent should review the existing Job Description Questionnaire for the job. If a copy of the existing JDQ is needed, please contact Position Control at posctrl@rit.edu.
 - b. The [Job Re-evaluation form](#) should be completed jointly by both the incumbent and the supervisor. Both parties should agree with the final form content and signatures of all parties are required. **The supervisor is responsible to ensure the accuracy of the information provided on the form.**
 - c. It is important that all answers pertain to the requirements of the position and not to the personal knowledge and skills of the incumbent.
3. For a new or vacant position:
 - a. The manager and/or department head should review the existing Job Description Questionnaire for the job. If a copy of the existing JDQ is needed, please contact Position Control at posctrl@rit.edu.
 - b. The [Job Re-evaluation form](#) should be completed by the supervisor and/or department head to reflect the requirements of the position.
4. In all cases, it is important that the [essential functions of the job](#) be clearly identified (see below for guidance on describing essential functions.)
5. After completing the form, obtain any required departmental/divisional signatures.

ROCHESTER INSTITUTE OF TECHNOLOGY

STAFF JOB RE-EVALUATION/POSITION TITLE CHANGE REQUEST FORM INSTRUCTIONS

6. Send the signed form to the appropriate [HR Services Manager](#) (HRSM) (you may scan and email it).
7. The HRSM will review the Job Re-Evaluation Form and follow-up with the manager regarding any questions they have, missing information or to request clarification. A job audit may need to be conducted.
8. Once the form is deemed complete and the HRSM determines that the changes warrant re-evaluation, the HRSM will submit the job changes to the Job Evaluation Committee for review.
9. For title changes only that do not involved changes in essential job requirements, the HRSM will contact the Manager regarding the approved position title.
10. The Job Evaluation Committee will then benchmark the job, assign an FLSA Category, Job Category, Position Title and Band.
11. The supervisor will be contacted within 10-14 days of HR receiving the final and complete form with the results of the evaluation.

Additional Steps Needed after Evaluation is Complete

1. If a **change to the Job Title, Job Category or FLSA Category** for an existing **filled** PC number is approved, please send a completed **Promotion/Change/Other EAF Form** to Human Resources for processing any existing employee assignment changes.
2. If you will be using the position in iRecruitment, you will need to create an electronic requisition through RIT iRecruitment Manager in Oracle.
 - a. If the revised position is not active when you go to create your requisition, please contact positioncontrol@rit.edu.

Criteria for Requesting a Job Re-Evaluation

- There is a change to the **regular** essential duties of the job (not related to a special project or temporary assignment) and
- The addition or deletion of the essential duties constitutes a significant change in the job (at least 25%); or
- The levels of education or experience required for the job significantly change. **These requirements should reflect standards for satisfactory job performance not an incumbent's qualifications.**

Staff Position Title Changes or Position Move to a New Organization

- If you are requesting a position title change or move to a new Organization, please indicate if there are also changes to essential job functions.
- If essential job functions are changing, you must complete sections 2 and 3 of the form.
- Depending upon the information presented on the form, the job may or may not need to go through the job re-evaluation process. Your HR Services Manager will contact you if there is a need for Job Evaluation or is additional information is required.

Guidance in Describing Essential Job Functions:

Compliance with the Americans with Disabilities Act (ADA) requires the duties or tasks assigned to a job be classified as "essential" or "non-essential". The guidelines below should assist in determining how to make these classifications.

Essential Job Functions

Essential job functions are those duties and responsibilities that an incumbent must be able to perform "unaided" or with the assistance of "reasonable accommodations". A job function may be considered essential for several reasons, including:

ROCHESTER INSTITUTE OF TECHNOLOGY

STAFF JOB RE-EVALUATION/POSITION TITLE CHANGE REQUEST FORM INSTRUCTIONS

- 1) Job tasks that are fundamental and not marginal, or the reason the position exists is to perform that function, OR
- 2) The number of employees available to perform a critical function is limited; OR
- 3) The function may be so highly specialized that the person in the position is hired for his / her expertise or ability to perform the particular function.

Essential job functions may involve specific physical attributes (such as being able to lift 50 lbs or more several times/day.). These physical attributes must be clearly described in the job tasks.

Non-Essential Job Functions

Those job functions that an employer may transfer or reassign to other individuals or that are not required to be performed by an individual with a disability.

Examples to assist with determination of essential functions

- Is this duty the main reason for the job's existence?
 - o (Example: "Answers incoming telephone calls and greets department visitors" is the basic reason that a Receptionist position exists. Similarly, a Proofreader "reads department manuscripts to detect and correct typographical errors.")
- Does this duty require a large percentage of time?
 - o (Example: An Administrative Assistant spends approximately 40% of his/her time "composing, preparing and processing department correspondence.")
- Will there be serious consequences if this duty is not performed?
 - o (Examples: A Machine Shop Foreman "maintains machines and equipment in safe, operating order" only 5% of the time, but failure to do so could result in significant machine down time, lost productivity and/or possible injury to self or others.)
- Does this duty require highly specialized training, education, skills or experience?
 - o (Example: An Accounting Director requires a CPA 5+ years experience in Public Accounting)

Form Sections

Section 1: General Information

Please complete all required fields in Section 1. If you need to look up information for completing section one, please refer to the Oracle Manager Self-Service Open and Filled Positions report or the online organizational charts for current organization names and titles <http://finweb.rit.edu/humanresources/orgcharts/supervisory.html> . If you need to [Request access](#) to Oracle Manager Self-Service please go to <http://finweb.rit.edu/humanresources/HRIS/mss.html> for assistance.

Section 2: Support for Re-evaluation

Please complete each section if you are requesting job re-evaluation

- Why is a re-evaluation being requested for this position?
- What are the major changes in essential job functions for the job being reviewed? Examples include number and type of personnel supervised, number of projects, program or contracts administered, budget dollars impacted, etc.
- List any essential job functions for which the job holder was previously accountable for which no longer apply.
- List those essential job functions which were not a part of the position originally but have been assumed.
- If new essential job duties have been assumed, please indicate the job or position from which the essential functions previously were assigned (if applicable).

ROCHESTER INSTITUTE OF TECHNOLOGY
STAFF JOB RE-EVALUATION/POSITION TITLE CHANGE REQUEST FORM INSTRUCTIONS

Section 3: Approvals

The following approvals are required for a re-evaluation to be conducted:

- If there is currently an incumbent in the position, they should review the form and sign off that they agree with the information provided.
- Manager of the person requesting the evaluation.
- Senior Management of the Department/College/Division (as required by the department/college/division)