



Position Evaluation Form (PEF) – Reclassification Request



Only complete this packet when there is a need for a reclassification of a current role.

The department manager/leader completes this packet. Manager will receive approval by the division/department leadership (inclusive of the budget/business operations manager) before submission of the packet to the respective Human Resources Business Partner (HRBP) for review and consultation with the Compensation Department. All items required for this request are included in this packet.

Examples of a position change that may necessitate an evaluation are: 1) a department reorganization which combines two positions, or a position that now manages an additional function or adds supervisory responsibilities (now manages people).

Other changes to a position, such as a title correction, the addition/removal of items from the job description and/or other minor corrections, may not typically warrant an evaluation of a position. These request should be submitted through the [HR ServiceNow Module](#).

RECLASSIFICATION REQUEST EVALUATION CHECKLIST: ****REQUIRED****

- Has the need for this new position been reviewed and approved by your division/department leadership and budget/business operations manager? **Yes** **No**
(Discuss how the new position affects current structure, budget, headcount and responsibilities)
(If no, please discuss as requested prior to consulting with your [HRBP](#))
- For Academic Units only:** Has the need for this new position been reviewed and approved by the Provost and AAF-Academic Strategy & Finance? **Yes** **No**
(This is required before submission to your HRBP, Discuss how the new position affects current structure, budget, headcount and responsibilities)
(If no, please discuss and get approval prior to consulting with your [HRBP](#))
- Consult with your HRBP, prior to submission
- Complete the PEF and update the Word version of the current Job Description in track changes. *If needed, this can be requested from the HRBP.*
- Conduct internal and external job comparisons to identify titles/positions of a similar nature and notate in the packet
- For managerial positions and/or positions that impact the overall span and/or scope of a department; attach a copy of the current **and** proposed organization chart indicating the position alignment in the structure, utilizing current titles
- If available, provide a copy or web link of /or to an industry specific salary survey or resources to assist with the market review
- Forward completed packet and required attachments to the [HRBP](#)

Once the HRBP validates the packet has all required information, it will be submitted as a request to compensation through the [HR ServiceNow Module](#). As needed, provide a copy of the employee's most current application and/or resume.

Once entered into the HR Service Now system, please allow up to seven (7) business days for review, recommendation and/or completion and communication through the system.



KENNESAW STATE UNIVERSITY

Position Evaluation Form – Reclassification Request

(Please complete all fields)

Completed By:		Division/Department:	
Employee Name:		EMPL ID Number:	Position #:
Current Title:		Proposed Title:	
Current Salary: \$	Budgeted Amount: \$	Salary Expectation: \$	
Job status (Please select one)			
<input type="checkbox"/> Regular Full-time or Part-time (regular schedule, for PT 20 hours or more per week)			
<input type="checkbox"/> Part-time (Non-benefited; 19 hours or less per week)			
<input type="checkbox"/> Temporary (works for specified time frame of usually less than six months)			
<input type="checkbox"/> Occasional (works on occasion throughout the calendar year, no set schedule or hours)			

Request justification or reason? **REQUIRED******

Information should include other alternatives or organizational strategies that have been considered; when was this position last reviewed, changed, or restructured; any recent promotions or reclassifications for the staff member; major changes in responsibility. This can include number and types of personnel supervised, number of projects, program or contracts administered, budget dollars impacted, scope; any position duties the position holder was previously accountable that no longer apply and any additional relevant information about the position.

Job Comparisons:

Internal: (completed by the requestor) ****REQUIRED****

Based on what you know about other positions within KSU, identify positions that closely match this position. When identifying these matches, consider items such as required skills and scope of responsibility.

List Internal Job Title(s)	Department	KSU Pay Grade

External: (completed by the requestor) ****REQUIRED****

Please indicate if there are any external positions in other **USG or higher education institutions**, or industries that may be a match to this position?

List External Job Title(s)	Where is the position found? (i.e., company, industry)	Notes/Comments/Contacts