



Melbourne College of Divinity

Professional Staff Positions Classification Policy

Purpose

The purpose of this policy is to establish the guidelines for the classification of professional staff positions at the Melbourne College of Divinity (MCD). This policy outlines:

- The principles of position classification that must be adhered to in any position classification (or reclassification) determination;
- The reclassification review process for all Professional Staff Levels.

Scope

This policy applies to MCD professional staff only. It does not apply to MCD academic staff.

Acknowledgement

The foundational content of this policy is based upon The University of Melbourne Collective Agreement 2010.

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1 Classification Concepts and Methodology

1.1 Overview

Professional staff positions are classified according to the HEW Position Classification Standards Schedule, which will accompany each staff member's Employment Contract.

Job evaluation is a generic term that includes the various tools and techniques used to assess the work value of a job and to place it in a structured relationship with all other jobs in the organisation. This structure is linked directly with salaries to form the salary structure.

1.2 Work Value: Professional Staff Positions

Relative work value is the key determinant of Professional Staff position classification.

Work value is the measure of a job's worth in comparison to the relative worth of other positions within an organisation. Personal performance, length of service, or salary-related issues cannot be considered in relation to position classification.

1.3 Classification Methodology

The classification process has two stages:

- Job analysis
- Evaluation and classification.

Job analysis entails clarification and documentation of the role by a systematic analysis and evaluation of the knowledge and skills, task complexity, judgement, independence, problem solving and decision accountability.

Following analysis, the work value (evaluation and classification) of positions in Professional Staff Levels 1 to 9 is determined by the following:

- Comparison of the position with the narrative descriptions in the HEW Position Classification Standards Schedule;
- Comparison with typical duties to test that the job is recognised as being equal to the majority of positions at one work value level and that it is of a higher work value level than all positions at lower work value levels. Positions may be routinely required to undertake some duties normally expected of positions classified at lower levels in the structure and occasionally be required to undertake duties at a higher level in the structure. However, the basis of classification of all positions will be according to the chief focus of the job and the highest work value elements regularly required of the position.

2 Classification of Professional Staff Positions

2.1 Overview

The appropriate classification level for all Professional Staff Level 1-9 positions (vacant and occupied) is determined by comparing the position documentation with the HEW Position Classification Standards Schedule and the typical duties set against those classification standards.

2.2 Policy

2.2.1 Principles of Position Classification

- 2.2.1.1 Position descriptions are required to describe in detail the duties and responsibilities of the particular position.
- 2.2.1.2 Classification of positions is to be undertaken by persons holding the necessary skills and experience in classifying positions against the HEW Position Classification Standards Schedule.
- 2.2.1.3 The appropriate classification level for professional staff positions will be determined by comparing the position description documentation with the HEW Position Classification Standards Schedule, and the duties and responsibilities required of the position, rather than the capabilities and skills of a particular individual occupying the position.
- 2.2.1.4 Processes for dealing with reclassification applications will be timely.

2.2.2 Authorisation of Classification of Positions

The Dean of the MCD has the authority to approve the classification and reclassification of Professional Staff positions.

2.2.3 Review/Reclassification of a Position

The reclassification of Professional Staff positions is based on three main assumptions.

- The duties and responsibilities assigned to a staff member are closely related to the classification of the position currently occupied by the staff member. If the assigned duties and responsibilities are significantly altered, the classification may be reviewed.
- Staff are employed to perform specific duties. The fact that an individual is capable of performing more complex duties does not in itself constitute grounds for reclassification of the position.
- In the event of a staff member becoming over-classified in his or her position, the staff member's salary shall not be reduced.

A position is reclassified in recognition of a significant change in work value of the duties and responsibilities required of the position, not as a reward to which an incumbent is entitled after a given period in a particular grade.

An individual who considers that the classification of his or her position is incorrect must first discuss the matter with their Supervisor, who will inform the Director, Finance and Administration (Registrar) (DFAR).

An assessment of the position is made in relation to the classification standards and the level of responsibility of comparable positions in other areas.

2.2.4 Reclassification Review Process

- 2.2.4.1 An individual who considers that the classification of his or her position is incorrect may submit an application for reclassification to their Supervisor. A staff member may only submit an application for reclassification once in every 12 month period.
- 2.2.4.2 The Supervisor will review the application to ensure that the staff member's description of his or her duties is an accurate representation of what is required of the position.
- 2.2.4.3 If the supervisor approves the application, he or she will then refer the application to the DFAR, who will assess the budgetary implications of a potential reclassification.
- 2.2.4.4 The DFAR will review the application in accordance with the HEW Position Classification Standards Schedule and the principles set out in Section 2.2.1 Principles of Position Classification. Where necessary, the DFAR will consult with the applicant and/or the applicant's supervisor in relation to the position description on which the review will be based. In assessing applications for reclassification the DFAR may secure the services of an appropriately qualified person or persons for the task of making reclassification recommendations.
- 2.2.4.5 The DFAR will then make a decision regarding the outcome of the application and if in disagreement with the application will inform the applicant of the decision.
- 2.2.4.6 If the decision is in agreement with the application, the DFAR will forward a report to the Dean, accompanied by a verified and updated position description, and recommending that the position be reclassified.
- 2.2.4.7 The DFAR will inform the incumbent in the position of the Dean's decision.
- 2.2.4.8 If a staff member's position is reclassified through this process, the reclassification will take place from the date of the Dean's decision.

2.2.4.9 If the staff member is dissatisfied with the recommendation, he or she may pursue the process in Section 2.2.5 Disputed Reclassification Recommendations.

2.2.5 Disputed Reclassification Recommendations

2.2.5.1 If the applicant is not satisfied with the recommendation made in Section 2.2.4 Reclassification Review Process, he or she may apply to the Employment Conditions Committee (the Committee) for a review of the recommendation.

2.2.5.2 The Committee will determine whether the process in Section 2.2.4 Reclassification Review Process has been properly applied, including whether the HEW Position Classification Standards Schedule and the principles set out in Section 2.2.1 Principles of Position Classification have been properly applied.

2.2.5.3 If the Committee determines that the review process was not properly applied, the Committee will make a recommendation to the Dean who will determine the reclassification application.

2.2.5.4 If the Dean adopts the recommendation of the Committee then that is the end of the matter. However, if the Dean does not adopt the recommendation of the Committee and the staff member is still dissatisfied, he or she may bring a dispute in accordance with the procedures in MCDs Grievance Policy and Review Policy - General.

2.2.5.5 If a staff member's position is reclassified through this process, the reclassification will be back-dated to the date of the initial recommendation by the Committee or 3 months from the date of the initial application, whichever is the earlier.