

TO PREPARE FOR AN INTERVIEW BEFORE THE ADMINISTRATIVE JOB CLASSIFICATION COMMITTEE

One of the first steps in the preparation process for an employee should be requesting a current copy of his/her Job Description. Since employees must submit a *proposed Job Description (JD)*, along with the *Request for Position Review Form* to Human Resources, it would be advantageous to prepare the proposed JD, using **bold print** for all of the **new duties/responsibilities**, and including the listed duties, which still apply. Preparing the proposed JD will help the employee identify how his/her position has changed or expanded.

Employees can present their own cases to the Administrative Committee. Employees can present their reclassification material in conjunction with their supervisor, or they may ask an advocate to present the reclassification on their behalf, or they may appear themselves. It is **strongly recommended** that the employee appear before the Administrative Committee.

1. Complete a Position Review Form. The form can be found on InsideMCC under the forms link in the Human Resources section. The form must be completed and returned to Human Resources on or before April 1 or October 1.

2. The Position Classification Instrument and the employee's current position rating can be

obtained from Tawnja Trimble, Chair Person of the MCCSC Job Review Committee. For each category on the Instrument (e.g., Responsibility for Results), the employee should closely examine his/her work duties and make an assessment of how he/she thinks it should be rated. If, for example, the employee's position is currently rated as a 2 for Responsibility for Results, and the employee believes it should be rated as a 3, the employee should list the reasons his/her position merits a 3 rather than a 2. It is the employee's job to convince the Administrative Committee that his/her position merits an increase. To do this the employee should develop strong reasons to support his/her request. It is also recommended that a separate page(s) be prepared for each category for which the employee is requesting reclassification. For example, do one page(s) for the rationale for Responsibility for Results and one page(s) for Relationships, etc. The employee should also state at the top of each category page what level he/she is requesting for that specific category.

3. After the employee rates his/her position and believes it merits an increase, the employee

should discuss his/her findings with his/her supervisor (if appropriate). If it is appropriate, the employee should request support from his/her supervisor. This support can be either a written recommendation from the supervisor, or the supervisor may appear before the Administrative Committee with the employee (the Committee also interviews the supervisor separately).

It is helpful for the employee to meet with the MCCSC Job Review Committee before submitting the Questionnaire to H.R. To do so, schedule a meeting with Tawnja Trimble, #8579.

4. The employee will appear before the Administrative Classification Committee (AVP of Human Resources, Tony Miksa and Vern Manke) to give his/her presentation. Be prepared to answer questions.

Employees will be notified by April 21 or October 21 as to whether or not their reclassification request was successful. If the request is denied, the employee may choose to request that the Staff Council appeal the denial. The deadlines for notifying the Human Resources Office of an appeal are May 12 or November 12. To request an appeal, the employee must present his/her rationale for an appeal to the MCCSC Job Review Committee with sufficient advance notification for the union to have time to adequately prepare the appeal. Contact Tawnja Trimble prior to May 1 or November 1 to schedule an appointment to meet with the MCCSC Job Review Committee.

McHENRY COUNTY COLLEGE STAFF COUNCIL
REQUEST FOR POSITION REVIEW

All requests must be submitted using this completed form and include requested attachments.
Incomplete requests will not be accepted.

Position

Date

Employee

Non-unit Supervisor

Request initiated by

1. Rationale for Request: Attach a detailed explanation of changes in the position since the position was last upgraded. Keep in mind that this is a position evaluation process, not an employee evaluation process. Confine your comments to those which are relevant to the responsibilities of the position. Attach a current job description and submit proposed job description on floppy disk or e-mail to Anita Roewer, if possible. It is preferred that employees work with their non-unit supervisor to update the job description.
2. Request Review: This request is to be routed through the immediate non-unit supervisor and the next level supervisor for signature before being submitted to the Assistant Vice President of Human Resources. These signatures do not signify approval or disapproval of this request.

I have been notified of this request and have received a copy of this request.

Immediate Non-Unit Supervisor

Next Level Non-Unit Supervisor

3. The immediate non-unit supervisor is required to attend the Classification Committee meeting. The employee has the option of separately attending the Classification Committee meeting to present the request or asking a designee to either present the request or assist the employee in presenting the request. Please indicate below who will present the request on behalf of the employee.

This form is to be submitted to the Assistant Vice President of Human Resources no later than 4:00 p.m. on April 1 or October 1 of each year to be considered by the Classification Committee.