

Changes in Job Titles and Organizational Restructuring RVC Administrative Procedure (3:20.120)

Purpose

The purpose of this procedure is to establish the process for conducting a job analysis. The goal is to ensure that all positions are accurately defined, documented, and aligned with the needs of Rock Valley College.

Scope

This procedure applies to requests for the creation of new positions, the re-evaluation of existing positions, changes in job titles, organizational restructuring and updates to job or classification descriptions.

Procedure

When conducting a job analysis, the following steps should be followed:

1. **Initiate a Request:** The Supervisor will initiate a job analysis by completing the Request for a Job Analysis form. A copy of the current job description must be included, and the Supervisor should provide a detailed summary of the duty changes that prompted this request.
2. **Submit Forms to Leadership and Human Resources:** The Supervisor will submit the completed forms to their divisional Vice President for review and approval. Upon approval, the Supervisor will forward the completed forms to the Director of Employee Relations.
3. **Review and Verify Information:** Human Resources reviews the Request for Job Analysis form, including current job descriptions, supervisor justification, similar historical situations, applicable Collective Bargaining Agreements and similar roles within the College. Human Resources also gathers relevant industry benchmarks or classification standards.
4. **Final Approvals:** Human Resources will submit a recommendation to the Vice President of Human Resources, Chief Financial Officer, and the President of the College for final approval. Human Resources will provide the final recommendation to the Supervisor for implementation.

Implementation

1. **New Positions:** Following the final approval of the new position, the hiring supervisor will submit a position requisition for Cabinet Leadership approval. The Director of Employee Relations will then forward the completed documentation to the assigned Talent Acquisition Specialist and Human Resources Business Partner to initiate the recruitment process.

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2. **Title Changes:** Following the final approval of the title change, Director of Employee Relations will forward the documentation to the assigned Human Resources Business Partner to communicate the approved changes to the Employee, the Supervisor, and the Human Resources Information Analyst to update the RVC system.
3. **Organizational Restructuring:** Following the approval from Cabinet Leadership, the Vice President of Human Resources will present this information to the Board of Trustees for their consideration. Once final approval is granted, the Director of Employee Relations will forward the documentation to the assigned Human Resources Business Partner to communicate the approved changes to the Employee, the Supervisor, and the Human Resources Information Analyst to update the RVC system. Please note, if a pay change is approved, the Supervisor will need to provide Human Resources with a Pay Processing Form to finalize the update.
4. **Reevaluation due to substantially increased/decreased responsibilities:** Following the final approval of the changes, the Director of Employee Relations will forward the documentation to the assigned Human Resources Business Partner to communicate the approved changes to the Supervisor and the Employee. Please note, if a pay change is approved, the Supervisor will need to provide Human Resources with a Pay Processing Form to finalize the update. Additionally, the Supervisor is responsible for explaining the changes to their Employee.