



Responsible: Office of Human Resources

PURPOSE

This administrative procedure describes the process by which reviews of new job descriptions are conducted by the Office of Human Resources ("HR") in the Washoe County School District ("District").

PROCEDURE

1. The Chief HR Officer, HR Coordinator, or HR Analyst receives a request from an administrator to create a position.
 - a. If the request is received by the Chief HR Officer or the HR Coordinator, it shall be forwarded to the HR Analyst who will conduct the analysis.
2. HR Analyst shall:
 - a. Log request in Job Analysis log for current year.
 - b. Send administrator a "*Developing a New Job Description*" Form.
 - c. Review completed "*Developing a New Job Description*" Form and solicit input from administrator, if needed.
 - d. Begin the analysis using the Office of Personnel Management Classification Standards. Classification Factors groups are defined as:
 - i. Knowledge Required by the Position
 - ii. Supervisory Controls
 - iii. Guidelines
 - iv. Complexity
 - v. Scope and Effect
 - vi. Personal Contacts
 - vii. Purpose of Contacts
 - viii. Physical Demands
 - ix. Work Environment

- e. Review administrator feedback and other similar job descriptions with WCSD and writes up a recommendation on classification and grade of the position for the HR Coordinator to review.
 - f. Finalize each group of Classification Factors in overall final recommendation and insert into the final position analysis.
 - g. Provide recommendation and supporting documents to HR Coordinator.
3. HR Coordinator shall:
- a. Review the recommendation and supporting documents submitted by HR Analyst.
 - i. If HR Coordinator supports the recommendation from HR Analyst, the recommendation is forwarded to the Chief HR Officer for review.
 - ii. If HR Coordinator has questions or needs additional clarification, s/he will meet with the HR Analyst to review.
 - b. Submit final recommendation for new job description to Chief HR Officer.
4. Chief HR Officer will review and notify the HR Coordinator if the position is approved.
5. HR Coordinator shall:
- a. Complete Re-Org Request Form and seek approval by the appropriate Leadership Team Member, Chief HR Officer, Chief Financial Officer or Budget Manager, and the Superintendent.
 - b. Scan a copy of the approved Re-Org Request Form for electronic storage and provide the original to the Position Control Department.
6. Final Steps
- a. If approved, the HR Coordinator shall notify the HR Analyst, hiring administrator, Position Control Department and HR Posting Technician via email.
 - b. If not approved, the HR Coordinator will review with HR Analyst and meet with the hiring administrator, if needed.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

2. This Administrative Procedure complies and aligns with the governing documents of the District.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
3/21/2016	1.0	Adopted