### **Classification and Compensation Guidance – Positions**

Click on links below to direct you to the appropriate document

#### • SHRA

- a. Establish a new SHRA position
- b. <u>Competency Level Change SHRA</u>
- c. Reclassify an SHRA position

#### • EHRA Non-Faculty

- a. Establish a new EHRA position
- b. Reclassify an EHRA position
- Organizational Chart Information

Establish a New SHRA Position

September 2021

Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the establishment of an SHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.

### Hiring Manager

- Complete the Position and Personnel Action (PPA) Form
- Update SHRA position description
- Write a justification for the competency level change
- Update organizational chart showing the updated position
- Complete Checklist for Physical Activities and Requirements form (ADA form)
- Submit to Division Head for Approval

## Division Head

- Review/Approve position description
- Sign and date PPA form as approval authority
- Submit forms to appropriate budget office (Budget Office will Submit to HR)

## HR Comp & Class

- Coordinate internal/external administrative reviews (FSU, OSHR, UNC System) as needed.
- Notify Hiring Manager of decision.
- Consult with Hiring Manager regarding appropriate salary level for position.
- Submit to HR Services for input.
- •Monitor approval terms and timeframes.

#### More Details:

- 1. Submit <u>POSITION AND PERSONNEL ACTION (PPA) FORM</u> with appropriate signature approvals. An example PPA is included.
- 2. Provide written justification for position (usually a paragraph or page explaining the need for the position). When writing the justification, it is important to include any metrics or information that helps explain the need for the position.
- 3. **SHRA Position Description** dated and signed by supervisor. Please refer to "Writing Position Descriptions" as a guide on how to accurately write a sufficient position description.
- 4. **Organizational chart** reflective of the new position and reporting relationships (signed and dated by department head). *Organizational Charts are managed within the department, not in HR*.
- Checklist for Physical Activities and Requirements form signed and dated, also found on HR's website under FORMS.

Establish a New SHRA Position

September 2021

and contact you if there are questions/concerns and will notify you upon approval of the appropriate approving authority. Please contact the HR Consultant – Classification & Compensation at 910-672-1820.

- 1. Please visit the Office of State Human Resources for information on the various SHRA classifications and their competencies levels.
- 2. When writing out the duties and responsibilities, please include a weighted percentage. This helps to define the position.
- 3. OSHR dictates the minimum education and experience, you can dictate the preferred qualifications.



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Competency Level Change - SHRA

September 2021

Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the competency level change of an existing SHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVEL FROM THE APPROPRIATE BUDGET PERSONNEL.

### Hiring Manager

- Complete the Position and Personnel Action (PPA) Form
- Update SHRA position description
- Write a justification for the competency level change
- Update organizational chart showing the updated position
- Complete Checklist for Physical Activities and Requirements form (ADA form)
- Submit to Division Head for Approval

- Review/Approve position description
- Sign and date PPA form as approval authority
- **Division Head**
- Submit forms to appropriate budget office (Budget Office will Submit to HR)

## HR Comp & Class

- Coordinate internal/external administrative reviews (FSU, OSHR, UNC System) as needed.
- Notify Hiring Manager of decision.
- Consult with Hiring Manager regarding appropriate salary level for position.
- Submit to HR Services for input.
- •Monitor approval terms and timeframes.

#### More Details:

- Submit <u>POSITION AND PERSONNEL ACTION (PPA) FORM</u> with appropriate signature approvals. An example PPA is included.
- 2. Provide written justification for position (usually a paragraph or page explaining the need for the competency level change). When writing the justification, it is important to include how the duties have expanded and changed.
- 3. **SHRA Position Description** dated and signed by supervisor. Please refer to "Writing Position Descriptions" as a guide on how to accurately write a sufficient position description.
- 4. **Organizational chart** reflective of the new position and reporting relationships (signed and dated by department head). *Organizational Charts are managed within the department, not in HR*.
- Checklist for Physical Activities and Requirements form signed and dated, also found on HR's website under FORMS.
- 6. Complete an updated competency assessment for the incumbent.

A complete package with all the attached forms should be submitted for approval by the supervisor to the appropriate Department Head/VC. The completed package should then be forwarded to the appropriate

Competency Level Change - SHRA

September 2021

budget office. From the budget office, the package will be forwarded to HR. HR will acknowledge receipt and contact you if there are questions/concerns and will notify you upon approval of the appropriate approving authority. Please contact the HR Consultant – Classification & Compensation at 910-672-1820.

- 1. Please visit the Office of State Human Resources for information on the various SHRA classifications and their competencies levels.
- 2. When writing out the duties and responsibilities, please include a weighted percentage. This helps to define the position.
- 3. OSHR dictates the minimum education and experience, you can dictate the preferred qualifications.



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Reclassifying an SHRA Position

September 2021

Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the reclassification of an existing SHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.

### Hiring Manager

- Complete the Position and Personnel Action (PPA) Form
- Update SHRA position description
- Write a justification for the competency level change
- Update organizational chart showing the updated position
- Complete Checklist for Physical Activities and Requirements form (ADA form)
- Submit to Division Head for Approval

## Division Head

- Review/Approve position description
- Sign and date PPA form as approval authority
- Submit forms to appropriate budget office (Budget Office will Submit to HR)

## HR Comp & Class

- Coordinate internal/external administrative reviews (FSU, OSHR, UNC System) as needed.
- Notify Hiring Manager of decision.
- Consult with Hiring Manager regarding appropriate salary level for position.
- Submit to HR Services for input.
- •Monitor approval terms and timeframes.

#### More Details:

- 1. Submit <u>POSITION AND PERSONNEL ACTION (PPA) FORM</u> with appropriate signature approvals. An example PPA is included.
- 2. Provide written justification for the reclassification of the position (usually a paragraph or page explaining the need for the position). When writing the justification, it is important to include any metrics or information that helps explain the need for the position.
- 3. **SHRA Position Description** dated and signed by supervisor. Please refer to "Writing Position Descriptions" as a guide on how to accurately write a sufficient position description.
- 4. **Organizational chart** reflective of the new position and reporting relationships (signed and dated by department head). *Organizational Charts are managed within the department, not in HR*.
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Reclassifying an SHRA Position

September 2021

and contact you if there are questions/concerns and will notify you upon approval of the appropriate approving authority. Please contact the HR Consultant – Classification & Compensation at 910-672-1820.

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Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the establishment of an EHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.

### Hiring Manager

- Complete the Position and Personnel Action (PPA) Form
- Write EHRA position description
- Write a justification for the Position
- Update organizational chart showing new position
- Complete Checklist for Physical Activities and Requirements form (ADA form)
- Submit to Division Head for Approval

### Division Head

- Review/Approve position description
- Sign and date PPA form as approval authority
- Submit forms to appropriate budget office (Budget Office will Submit to HR)

## HR Comp & Class

- Coordinate internal/external administrative reviews (FSU, OSHR, UNC System) as needed.
- Notify Hiring Manager of decision.
- •Consult with Hiring Manager regarding appropriate salary level for position.
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#### More Details:

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- 3. EHRA Position Description dated and signed by supervisor.
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- Checklist for Physical Activities and Requirements form signed and dated, also found on HR's website under FORMS.

Establish a New EHRA Position

2021

and contact you if there are questions/concerns and will notify you upon approval of the appropriate approving authority. Please contact the HR Consultant – Classification & Compensation at 910-672-1820.

- 1. When writing out the duties and responsibilities, please include a weighted percentage. This helps to define the position.
- 2. All EHRA positions must be reviewed/approved by the UNC System. No exceptions.



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Purpose: Provide guidance to managers and supervisors in appropriate steps in requesting the reclassification of an EHRA position. Please complete packet in its entirety. AdobeSign may be utilized to collect all required signatures or manual signatures will work as well. If all signatures are not received prior to arriving in HR, the packet will be returned. HR CANNOT PROCESS ANY POSITION/SALARY ACTIONS WITHOUT APPROVAL FROM THE APPROPRIATE BUDGET PERSONNEL.

### Hiring Manager

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- Write a justification for the Position
- Update organizational chart showing updated position
- Complete Checklist for Physical Activities and Requirements form (ADA form)
- Submit to Division Head for Approval

### Division Head

- Review/Approve position description
- Sign and date PPA form as approval authority
- Submit forms to appropriate budget office (Budget Office will Submit to HR)

## HR Comp & Class

- Coordinate internal/external administrative reviews (FSU, OSHR, UNC System) as needed.
- Notify Hiring Manager of decision.
- Consult with Hiring Manager regarding appropriate salary level for position.
- Submit to HR Services for input.
- •Monitor approval terms and timeframes.

#### More Details:

- 1. Submit <u>POSITION AND PERSONNEL ACTION (PPA) FORM</u> with appropriate signature approvals. An example PPA is included.
- 2. Provide written justification for position reclassification (usually a paragraph or page explaining the need for the position). When writing the justification, it is important to include any metrics or information that helps explain the need for the position.
- 3. EHRA Position Description dated and signed by supervisor.
- 4. **Organizational chart** reflective of the updated position and reporting relationships (signed and dated by department head). *Organizational Charts are managed within the department, not in HR*.
- Checklist for Physical Activities and Requirements form signed and dated, also found on HR's website under FORMS.

**Reclassify an EHRA Position** 

2021

and contact you if there are questions/concerns and will notify you upon approval of the appropriate approving authority. Please contact the HR Consultant – Classification & Compensation at 910-672-1820.

- 1. When writing out the duties and responsibilities, please include a weighted percentage. This helps to define the position.
- 2. All EHRA positions must be reviewed/approved by the UNC System. No exceptions.



	Check All that Apply:					
	Employment			Leave of Abs	ence	
				Leave Type	Ben	
REASON FOR ACTION				Effective Date: Last Day Worked:	End	d Date:
REAGONT ON ACTION	Change of Status	Fac	ulty	Separation Effective Date:	Last [	Day Worked:
	Other	•		<u> </u>		
II PERSONAL						
INFORMATION	Banner ID	Fire	st	Middle		Last
	Hire Date/Contract D	ate		_ Contract End I	Date (if app	licable)
III	Current Position Title/Ran	k	Banner Position # (6-digits)	Supervisor & Po	sition #	Dept./College/School
CLASSIFICATION/	Requested		Pannar	Suparvisor 9 Do	oition #	Dept./College/School
APPOINTMENT TYPE	Position Title/Ran	k	Banner Position # (6-dig	Supervisor & Po	SILION #	Dept./College/School
	Classification Typ	е	Select	Appointment	Туре	<u>Select</u>
Academic Positions Only:	All Earned Degrees:		Disc	cipline:		
IV	FLSA Designation	FT				
ASSIGNMENT STATUS	No. of Months Curre					ve Accrual:
	No. of Weeks:	INC	o. of Hours:	FTE Change ompensation:	e: EII	gible Benefits:
	Effective Da	Currei	nt Amount	Recommen	Amount:	% of Increase
	\$	- u u.		\$	,	70 OI IIIOI OUGO
						Salary Adjustment Form is
						required for all salary increases 15% or more for
V						EHRA
SALARY INFORMATION/				Frequency:		
BUDGET	Annual	НС	ourly	Monthly Installment		Time Payment
			FO	AP # Charged:	.s	
	Fund/Or	n	/Acco		Prgm	% <mark>\</mark> _
	Fund /Or	_	/Acco		orgm	
	Fund /Or		/Acco		Prgm	%
VI	$\bigcirc$				-	
JUSTIFICATION, COMMENTS,						
OR COURSE LISTINGS						
			. 01 1	Signature		Date
	Department Supervisor or D					
VII	Appropriate Vice Chancello	r or Dea	n			
APPROVAL (Signatures are not required	Provost and Sr. VC for Acad	demic A	ffairs			
if Hiring Proposal completed	Title III Office					
in PeopleAdmin System)	Budget or Contracts and Gr	ants Off	ice			
	Chancellor (if applicable)					
	Legal Affairs (if applicable)					
	Employee		,			Date
Signatures	HR Representative					Date

## ORGANIZATIONAL CHART STANDARDS AND STRUCTURE

Office of Human Resources - Classification and Compensation

The repository for all Fayetteville State University organizational charts is the Office of Human Resources – Classification and Compensation. Below are standards and structures that are to be consistently applied to University organizational charts. Questions, or requests for guidance, or technical assistance should be directed to the appropriate stakeholders provided via this document. For organizational charts, you may utilize Microsoft Word or Visio. Please make sure your document is in a format that is editable.

	•
	An organizational chart:
Standards	<ul> <li>Is a graphic image of the hierarchy of an organization that provides a snapshot of the areas of responsibility and reporting relationships within each unit.</li> </ul>
Standards	<ul> <li>Defines roles and responsibilities of positions, establishes structure of authority, and operational accountabilities.</li> </ul>
	<ul> <li>For an HR organization, is used in decision-making processes and operations that include employment, classification and compensation, and professional development.</li> </ul>
Formatting	<ul> <li>Format org charts using black and white print for readability.</li> <li>Font size is dependent on the size/scope of the chart.</li> <li>Landscaped is the preferred orientation on 8.5" x 11" paper.</li> </ul>
Header/Footer	An organization chart header should be included in the upper margin of the first page of the document with the following details provided:  • University Name  • College/School/Division/Department  • Date organization chart prepared/updated  Fayetteville State University  The Office of Human Resources  October 10, 2017
	<ol> <li>Employee Name: Employee name (or "Vacant") as it appears in Banner</li> </ol>
<b>Position Components</b>	<ol> <li>Position Title: Official EHRA &amp; SHRA classification or title. For SHRA positions, the career band level should also be included (Contributing, Journey, or Advanced). Abbreviate if needed.</li> </ol>
	3. Type: Indicate the position/employee classification type (e.g.

Fayetteville State University | Organizational Charts Standards and Structure: 09222021

EHRA, SHRA, etc.).

## ORGANIZATIONAL CHART STANDARDS AND STRUCTURE

Office of Human Resources - Classification and Compensation

John Doe Human Resources Consultant – Journey SHRA Position #123456

- 4. <u>Working Title (optional):</u> Working titles may be included but not in place of the official classification title.
- 5. <u>Position Numbers:</u> All position numbers require a minimum of 6 digits.
- 6. Each position should be housed in a <u>separate</u> box with a solid line drawn to the supervisory position.
- 7. If the request is for a new position, the position must be displayed on the organizational chart

#### 8. Depiction of Span of Control:

The UNC-System Office prefers that the organizational chart represents "span of control." The Chancellor should be identified at the top of the organizational chart and then reporting relationships shown from his position successively to the next level of reporting (e.g., Vice Chancellor, Associate Vice Chancellor, managers, supervisors, and, finally, subordinate employees).

An alternative for very large University divisions is sub-unit org charts. This type of chart is created by the extraction of data from the division's master organizational chart for development at the unit level.

Exclusions	FSU excludes student positions from university organization charts.
	Human Resources
Contacts	Sara Tanea - Ext. 1820 <u>stanea@uncfsu.edu</u>
	Keisha Ford <u>krober11@uncfsu.edu</u>

# Fayetteville State University Division Department Date and Year

