

INFORMATION FOR MSP REVIEWS

Position descriptions that you wish to have considered for MSP classification must first be routed to the appropriate VC Office for endorsement. If the request is for a new position, the Resources Managed section in the Request for a Classification Review Supplement form should be filled out. If the request is a reclassification request, the Request for a Classification Review Form should be completely filled out. Attach the organizational chart to the job description.

Once the job card has been endorsed by the respective VC Office, it should be routed to campus HR for review. The assigned Compensation Analyst will communicate directly with the department as to the process and status of the position.

Overview of the MSP review and classification process:

- (1) After a department submits a request with all of the required supporting documents (organizational chart and supplement/s), a Compensation Analyst reviews the request and discusses the position with the department (either with the supervisor or the individual that the supervisor designates as the appropriate contact).
- (2) The classification decision will be based upon a review of the job description and supporting material submitted by the department, the classification specifications, a comparison with comparable positions, and discussions with the submitting department and possibly other departments with comparable positions.
- (3) The position may be sent to the Compensation, Classification and Advisory Committee (CCAC) for review. The review process is electronic, and can take five working days, unless a committee member requests an in-person meeting. Tom Leet, Assistant Vice Chancellor – Human Resources has the final approval of all MSP classifications. The Compensation Analyst will send the direct supervisor and the HR contact an email confirmation with the MSP grading decision.
- (4) If a reclassification request, please note that the purpose of a reclassification is to address changes in job duties that are significant enough to warrant a change in job title. The reclassification process is not intended as a means to grant salary increases. It is meant to ensure that employees are classified under the appropriate title. However, if a position is reclassified to a higher level, a salary increase may be granted.